

Parents & Citizens Association – Excelsior Public School
443rd General Meeting
Tuesday 26th March 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), Usha Mistry (UM), Kirrily Jones (KJ), Shannyn Geeve (SG), Lisa Cook (LC), Ashley Adams (AA), Julie Winters (JW), Shadi Aarabi (SA), Catherine Cherlin (CC), Jenny He (JH), Sarah Brennan (SB), Sona Shinghal (SS), Stephanie Whittington (SW)

Apologies: Nikki Sandercoe (NS), Radhika Achwal (RA), Becky Eland (BE)

Meeting Commenced 7.02pm

Minutes from October 2018 – Accepted by LC. Confirmed by BM

New Website

UM advised the website rollover is due for Thursday week 11 and UM is the point of contact.

Changes Required – UM advised has ERA / SH&W, BAND which need changes, EH gave Exec in the meeting. Uniform will need the most changes. Under Exec should be the President and Secretary emails under events should be general events email and volunteer email. Extra curriculum activities which are not ERA need to be added eg French, Robotics, Chess, school will provide information. **ACTION** UM to update website changes with information from P&C and School

Exec and Events need new email addresses which don't include excelsior school.
ACTION SE to create new emails.

UM advised

- If a child doesn't have permission their photo won't be on the website.
- Once the website is live the old one won't be.
- Newsletters and P&C minutes will be on there.
- Live date won't affect Welcome Party as the go live date is after April 6th
- There is a tab called Facilities & Services which also has links to uniform shop, ERA, extra curriculum activities and canteen.
- Uniform and canteen are also tabs under the P&C
- Quick access tab – for permission notes, canteen, student absences
- YMCA tab goes to their information
- School calendar will no longer exist so all dates will be in the newsletter so sub committees need to send updates.
- Events need to email about upcoming events, can just use the information that is put in the newsletter or sent to class parents. The online roster link will work and can be uploaded.

- Uniform – could set up a page with all products and sizes and photos etc, this won't calculate anything just show what's available. **ACTION** SE / Uniform to liaise with UM re uniform specific requirements for website.

Air Conditioning the new Administration Building

EH tabled as per previous information sent out, with the agenda, that the new School Entrance and Administration Block will not be air conditioned. EH tabled that this has to be controlled and quotes requested by the DOE despite the P&C paying for it. EH highlighted that there was little point discussing the futility of the DOE's decision not to air condition and the three choices were –

P&C pay for air conditioning the building based on the PRG quote - \$54,692.00

The P&C don't pay for air conditioning, in which case it won't be air conditioned

The P&C pay to retro fit air conditioning once the entire building works are complete. This most likely will null and void warranties on this building.

Motion to air condition the Entrance and Administration Block tabled by EH. Unanimous YES vote by financial members. Observers were also asked for their opinion and they too were in agreement.

Notepads for Stage 1

UM advised currently using old laptops for Stage 1 and would like to purchase 6 per classroom, for group and collaborative work. Cost \$28,554.00 for 48 notebooks. The old laptops are big and bulky so will be great to give to Kindy's as an introduction to electronics. UM advised only had one notebook completely broken in the last few years.

The new notebooks are smaller and more portable but still robust and were designed by HP for educational purposes. They come with a two year warranty. UM advised there is currently a worldwide shortage of processing chips so even if the order is placed now they won't arrive until end of Term 2.

SM / UM advised everything now is about technology – coding . robotics, teacher training etc

Financial Members voted YES to purchasing notebooks for stage 1. ACTION UM to order laptops for Stage 1

GRANTS - SQ brought up the subject of grants, all agreed grants should be pursued however issue of who does it so all should look out for opportunities as there will always be specific opportunities whether technology, landscaping, sports etc. SE advised you can pay to people to do the administration work to request grants and funding, approximately \$200

FUTURE EXPENDITURE – JW asked about future expenditure and what the usual income stream is. EH advised that there will be significant expenditure on the canteen , most likely late term 3 so suggested a budget is done for the year. BM agreed. **ACTION** ALL Sub Comms to send likely expenditure over and above last year to BM asap so he can develop a budget. **Canteen** to develop a specific budget for new equipment / infrastructure costs for new canteen.

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- **DONE**

1. ACTION SM to provide blazer sizes to NS, NS to get sample for approval and confirm if require a deposit. **SEE PRINCIPALS REPORT**
2. ACTION DB to source suitable first aid training course - tutors are still completing courses
3. ACTION BM to move excess sub committee funds to main account **DONE**
4. ACTION SM to investigate costs and samples of zone shirts for next meeting, EE suggested Balour as a potential supplier. **SEE PRINCIPALS REPORT**
5. ACTION EH to send email test to BM is linked to treasurer, SQ advised events are done. **DONE**
6. ACTION EH to send general email to all sub committees to update and include Ashley's email address **DONE**
7. Action EH to email Tori 2019 dates **DONE**
8. ACTION EH to email contact list to SM who will liaise with band asset manager to confirm whether school / P&C owns what **DONE**
9. ACTION SM writing a letter re camera. **SEE PRINCIPALS REPORT**
10. ACTION SM to check Bunnings will be using non slip paint. **SEE PRINCIPALS REPORT**
11. ACTION UM to send email to Sub Comms re information required and return date. EH to send out to Sub Comms **DONE**
12. . 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. **DONE**
13. ACTION Uniform Sub Comm – Photos will need to be taken of all items for sale as part of change over. **ONGOING**
14. ACTION AA / UM will liaise with SE / NS re uniform requirements. **ONGOING**
15. ACTION UM to get quote for 11 and 13 inch laptops. **DONE**
16. ACTION BM to get administration forms to add and remove signatories from accounts **ONGOING**
17. ACTION SE to continue to review shared file options, in light of new website parameters and schools preferred option. **ONGOING**
18. ACTION SG to get options and quotes for culottes in a lighter material and ideally bring material sample to next meeting. **SEE UNIFORM**
19. ACTION SE to check with Mark Blok to see what he does with other schools contracts. **ONGOING**
20. ACTION BAND - JW to advise if they have contracts with tutors. *JW advised that Mr Clarke uses the same contracts he uses for BH High School so ERA maybe able to amend them for ERA tutors and are they required every year.* **ACTION ERA** to liaise with BAND re contracts
21. ACTION SE to review process required to offer vouchers. *SE advised that the P&C can set up a business account but it needs contact details and an email so we would need to use generic names. Mrs Cherlin advised that Band are investigating as well so agreed easier for BAND to just be in SE / ERA loop.* **ACTION Mrs Cherlin** to work with SE / KL re voucher set up
22. ACTION KL to liaise with co-ordinators re additional workload. – *SE advised when the P&C register as a provider it will be more work for co-ordinators but most likely for KL but should be OK*
23. ACTION SM to review if any areas require additional P&C funded hording. **SEE PRINCIPALS REPORT**

24. ACTION EH to continue liaising with Council / Local MP re traffic concerns. **SEE AGENDA ITEMS**

CORRESPONDENCE

EH raised concern over people walking to school in the middle of the road, especially grandparents and asked whether this might be a cultural nuance, given there are no pavements on a lot of the roads eg Merrilong. Everyone said there was loads of reasons why people walk in road so EH suggested she talk to council re opportunities for additional pavements. **ACTION** EH to liaise with Council re process for identifying process/ timelines for construction of new pavements

TREASURER'S REPORT

As at 24th March 2019

1. Key Updates

- Auditor has been paid.
- \$10,000 transferred from Band Account to Main Account
- \$20,000 transferred from ERA Account to Main Account

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	\$499.51
Cash Management Account	Excelsior PS - Canteen	263504	\$32,245.90
Cash Management Account	Excelsior PS - Band	325357	\$28,540.70
Cash Management Account	Excelsior PS - Main Account	350528	\$66,820.89
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$34,706.95
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$19,388.56
Cash Management Account	Excelsior PS - Events Committee	380954	\$17,430.67
Total			\$182,202.51

SE advised funds are moved to the main account when sub committees have an excess, try and keep about 25k in the sub committees accounts.

3. Ongoing Business

- The payment for review of air conditioner project is roughly \$2,000 outstanding and still waiting for the invoice to finalize the payment.

PRINCIPAL'S REPORT -

Principal's Report

Items from Previous Meetings

- Rep shirts – waiting for quotes a
- Blazers – in the process of organising fittings for sizes
- Letter has been written to neighbour regarding the camera, as yet no response. I will contact council as the next step.
- Bunnings paint. Bunnings have told Georgia that as our upper quad is a large area it would need to be a joint project with several Bunnings. Georgia has asked that they confirm that non-slip paint would be used. GC highlighted that this project is not a definite and she is still negotiating, there is also a window of time when it can be done. GC also stated she is not currently sure whether the school pays for the paint and the labour is free or if paints included.
- Hoarding – I have spoken with the supervisor of the build. They will be putting solid hoarding around any areas where their work area meets up with a play area. If we have any concerns, we can request extra hoarding through Mace. At the moment it is working well for the school. SM advised there is more solid hording between Stage 3 blocks, so the kids can't see down and workers can't see up. SQ advised lots of balls are going over hording, SM stated the workman are not allowed to pick up the balls and throw them back so currently at the end of the week they pick them up and throw them back over. KJ stated the banner re illegal parking on Elberta Street has been removed and just put in the mud so could it get put back up. **ACTION SM** to advise Peter to get the banner put back up on the Elberta street fencing.

Student Numbers / Staffing

- We currently have 559 students enrolled.
- Last week we interviewed for an Assistant Principal. That process is now in the 10 day appeal period. We will be able to announce the result next week (newsletter).
- I have been asked to continue as rel. Principal for term 2. I anticipate that the position will be advertised in term 2 and the substantive Principal will begin at the beginning of term 3.

GC added in that we have a new chaplain. The current chaplain is on classroom 3 days a week and chaplain one day a week. The new chaplain Kathy Letter, is an ex teacher and will start Term2.

Build Update

- Play equipment – We will be getting a new shade structure over the play equipment. Some complications are:
 1. We have been told that the existing area is a “high wind” area and not preferable for a shade structure.
 2. There are concerns that the current placement of the play equipment restricts the possible uses of the oval

We have met with Schools Infrastructure and the architect to look at other possible areas. Unfortunately, they are very limited until the build is completed. The architect is currently scoping the area in front of the new canteen (as shown in the drawings in the office) and where the currently demountable library is. The issue with both of these sites is that the move cannot happen until the new build has been completed.

SM advised the choices were

- Leave it where it is and just put up the new shade cloth, however this adversely affects space on the oval
- Relocate the entire structure after the new build is finished eg grassy area in front of canteen, near the newcombe ball court and demountables. Currently awaiting advice from the architect. This obviously means the structure will be unavailable for students until the end of the new build

SM advised it doesn't make sense to keep it where it is and lose playing field space for the last 3 terms, especially when more students will be joining the school, if there is the possibility to move it somewhere else. **ACTION SM** to continue to review options for the location of the play equipment.

- Handover of block G has gone well. We are in regular contact with the foreman regarding work being completed each day. Where necessary students have been kept off the bottom quad. SM advised they had a tour of the open classrooms, 6d and 6b, SE advised her daughter loves it. SM said she wanted the kids to understand that someone had designed these classrooms and made them the way they were.
- Students in 6D and 6B have made a short video to express their gratitude to all who have been part of making their new classroom spaces. We will show this at the next PRG meeting.

Bell Times

- At the beginning of term 2 there will be a slight change to bell times. This will allow:
 1. Bells to remain the same all year and not change for PSSA
 2. Greater scope to have teachers on RFF with a partner. This will be important as we prepare for 16 teachers to be co-teaching in 2020. (*Sm advised this year there are 4 teachers working in coteaching*)

The new bell times will be:

9.00-11.00 Morning Session

11.00-11.20 Recess

11.20-12.40 Middle Session (become shorter)

12.40-12.50 Eating Time

- 12.50-1.15 First half lunch
- 1.15-1.40 Second half lunch
- 1.40-3.00 Afternoon session (becomes longer)

Sm advised Will take a while to adjust as 20mins added on to afertnoon session

Tell Them From Me

- We will be using the TTFM survey to help evaluate practices and processes. Students from year 4-6 have received notes to inform parents about this online survey. Notes only need to be returned if parents do NOT wish their children to participate in the survey.

Multicultural Parent Afternoon Tea

- Today the EALD team organised a multicultural afternoon tea for parents. Several parents came along with good ideas for forming some parental groups. SM advised small but energetic group, had some great ideas, possibly having afternoon teas for specific cultural groups so parents can get to know, main group is mandarin speakers , we chat is a big thing amongst the Asian communities and lots of mandarin parents are on *we chat* so if we could harness that then could get information from the source. Concern is if information is not coming from the school then may be wrong.

ANZAC Day

- We will be commemorating ANZAC Day on Thursday 11th April. As ANZAC Day falls in the holidays it is DoE protocol to hold school assemblies prior to 25th April. Georgia will be meeting the captains at the Castle Hill Dawn Service on 25/4, where the captains will lay a wreath.

Easter

- Easter celebrations will take place on 12/4, last day of term. P&C morning tea for parents will take place in the lower quad, this area will be closed for students during that time.

Interviews

- Interview times can now be booked online. Interviews will take place in week 10.

Playground Improvements

- We are looking at purchasing outdoor seating for area next to KK, where the container was removed. Con has cleared the area, including the drains. In the holidays trees will be removed that are blocking the drains. The area will then be able to be used as an outdoor classroom and during play times.



- We are also getting a quote for: (SM advised don't necessarily have the money so looking at grants)
 - retaining the top corner of the oval to prevent further erosion and possible tree loss
 - Drainage and edging for the garden above the COLA
 - Active play circuit for the area next to and behind the Newcombe ball court.
- The area above the COLA garden continues to be a major issue during rainy time. We, however, are limited in our options as it will be needed as an access point to remove demountables.
- Basketball court will be getting two new basketball rings and backboards and two new netball rings.

Thank You

- Thank you to all who worked on the BBQ, cake and drink stall for the election.

PRESIDENTS REPORT

For 26th March 2019

Committee members – Help needed for uniform shop has been advertised over past few months with only one person coming forward this week. We will talk to that parent and see if they will take on the secretary role. It's been a very disappointing response from parents and we may need to consider reducing the times the uniform service is available. **ACTION KC** going to meet parent for coffee to see if they want to become the uniform secretary.

School website changes – In light of the new school website being rolled out, a new payment system and interim process for ordering of uniforms may be required. We have been notified by the school that Paypal is not compatible with the new website, which is quite painful since we have just smoothed out that payment system. We could look at Qkr! that the canteen uses which may mean opening up yet another bank account with the CBA rather than Westpac. Jacqui from

canteen is investigating the Qkr! set up. All subcommittees have been given the wording in their sections on the current school website so they can update it for the new website.

Banking – the new Treasurer and VPs still need to be added to the bank accounts as cheque signatories. Brett was getting the admin forms to do that. All non-current Executive committee members and all subcommittee members will need to be removed as signatories as cheques will only be drawn from the main account going forward. Jacqui from canteen was the main one getting a cheque for cash to buy fresh fruit & veges but will now get an EFT to her account to cover the same and will complete an expense claim type spreadsheet to account for the use of the cash.

SUB COMMITTEES

UNIFORM SHOP

NS's report said Noone will come out and do fittings and provide a sample blazer with emblem but we don't have the emblem in the right format. They don't need a deposit. NS also doing photos of the uniform pieces if required.

BAND

Mrs Cherlin advised that BAND is not considered a sub committee which fundraises and all the excess income generated by BAND is used for their annual plan. BAND is seen as a service for a fee. Mrs Cherlin advised the income covers lessons. Eistedfood and Camp and the only reason they don't run at a loss is due to BAND fundraisers such as Bunnings BBQ.

Mrs Cherlin presented their annual budget (TBC by Mr Clark) which included

- money for new stands as they now have 90 kids,
- a trolley for the new stands
- sheet music
- new instruments instead of currently hiring them
- increase percussion instruments
- looking at 3 band next year
- Buying better quality instruments that should require less servicing – charged \$74 but actual cost is \$140

Mrs Cherlin advised

the only income from now on is the BBQ and term fees so there was great concern over the \$10,000 which had been removed from the account for general fundraising. DB advised that ERA advise their parents that their excess funds will be used for fund raising

EH suggested Mrs Cherlin put forward a motion that in future BAND income is not redirected to fundraising and the \$10,000 is refunded. Motion approved

Concern was raised that the P&C had just approved spend of just over \$82k, EH confirmed with Mrs Cherlin that BAND didn't need the money right now so it could be refunded in Term 2 when more income had come in. All Agreed.

Discussion was then had on who owns the instruments, in most schools it is the school that owns them. Our instruments are on the schools asset register, they don't get sold as a general rule unless school doesn't want them as so old. **ACTION BAND** to confirm who owns the instruments.

Mrs Cherlin said there is currently a dispute on file re tutor wages and the amount has to be held in perpetuity until an agreement is made. Many tutors invoice once a term, the younger ones invoice monthly. Mrs Cherlin thanked JW for all her efforts given the different invoices.

SE advised the BAND budget should be sent to BM **ACTION Mrs Cherlin** to send the BAND budget to BM

P&C Fees

JW started a discussion on raising the P&C fees, all agreed it would be hard to do, currently do not know the percentage of parents that actually pay the P&C fee. **ACTION SM** to confirm the percentage of parents who pay the P&C fee.

Also suggested we should tell parents via class parents / newsletter key decisions from meetings – **ACTION SE / EH** to summarise action points from each meetings

CANTEEN

KJ advised there was a health and safety inspection that was unexpected. Passed with flying colours. However one minor issue was the fact the only handwashing was in the toilet and technically you weren't then supposed to touch a door once you had washed your hands. However there is nothing that can be changed.

GC realised that the school needs to sit down with the canteen re bell time changes. **ACTION GC** to liaise with Canteen re new bell times and new requirements for canteen.

STUDENT HEALTH & WELLBEING

No representatives, Eh advised they were liaising with Mr Dessent re Allergy Week and the painting one nail.

ERA

DB advised everything is going really well, all classes are pretty much full, tennis have a waiting list, dance only has space in primary. They are currently looking at a second group of tennis kids but don't quite have the numbers yet.

SG raised opportunities for younger kids to play tennis, DB said the new tennis group was looking to be younger children, as mixing in Yr2/3 doesn't work with the older kids.

Numbers for art classes are increasing and the overall enrolment numbers have jumped up drastically.

EVENTS

Election day made \$1900, weren't so many super busy times, seemed to be more people voting before hand, online. Didn't get as many cakes this year but sold them all, overwhelming response to cans.

Used the newly purchased BBQ, didn't purchase a new esky, used the big broken one and home ones. Suggested might buy two new ones as its good to separate soft drinks from poppers etc.

Selling Welcome Party wrist bands from 1st April, raffle tickets have gone home. Emailed the risk assessment to the P&C federation. Workers will be offsite before. Concern re muddy area and trucks getting up SG said will bring husbands max tracks, SB talked about buying plastic mats. Everything for the Welcome Party is paid for. Small amounts still to come eg gift certificates but still meat etc to buy

Easter morning tea – SB trying to get someone to watch the urns so they can see their kids if cant then a teacher will do it. LC said could do it.

P&C are buying easter eggs for all kids thinking of doing the day before but it's the anzac service so ensuing discussion was that it was not really appropriate. So Events will just do as per last year and take around to classes.

SB raised that they will be writing letters to coles and woolies etc asking for donations/

AGENDA ITEMS

School Upgrade -

Traffic Management Update

EH talked about the temporary road currently in use on the build site as a possible second Kiss and Drop area. The Council have advised they have no issues but as the majority is on the DOE land then the DOE need to approve.

Post the meeting, in the PRG April meeting, the DOE advised this is not something they will be pursuing.

Due to time constraints EH suggested that she would present a full update on traffic management given so many new comers are on the P&C. **ACTION EH** to present traffic management at May P&C

Business Arising

SG showed thinner material for culottes, SE highlighted last years discussion centred around lighter culottes for summer and secondary was option of a dress.

Dress price is \$54.50 + gst , the dress was the black dress with the collar.

Still awaiting the price for the culottes

All were happy with the lighter material which is poly / cotton blend.

CC stated that last time there was a uniform change they had some of the material in the front office so parents could touch and feel it. All agreed should put something out for the parents. It was felt that the lighter material culottes would cover concerns re modesty of the dress option.

KJ raised is there anyone at the P&C federation that has expertise in grants.

EE raised the date of school photos as they have been brought forward. **ACTION SM** to check date of school photos. Discussion re what kids should wear if dresses were added in but everyone felt the material was matching and can't dictate what people should wear anyway. **DONE School photos 25th June**

EH asked if Naplan was online for Excelsior this year, SM confirmed it is not and also added that ICAS have changed to online testing so they will not be running ICAS this year. Currently teachers donate their time for ICAS and to do online would require teachers getting all the laptops ready etc. SM rang and they advised some local tutorial centres may offer it but most are saying they can't do it online either.

Meeting closed pm Next Meeting Tuesday May 28th 2019