

Parents & Citizens Association – Excelsior Public School
448th General Meeting
Tuesday 24th September 2019

Attendees: Brett McMurtrie (BM), Kirrily Jones (KJ) , Stephanie Whittington (SW), Sarah Quinn (SQ), Sharon Evert (SE), Sandra McKay (SM), Emma Escott (EE), Lisa Cook (LC), Delphine Bellerose (DB)

Apologies: Emma Heasman (EH), Georgia Couque (GC), Delphine Bellerose (DB), Krystal Lees (KL), Becky Eland (BE), Shannyn Geeve (SG), Sona Shinghal (SS), Rhadika Achwal (RA)

Meeting Commenced 7.35pm

Minutes from August 2019 – Accepted by Lisa Cook and Sarah Quinn

Actions Arising From September Minutes

- ACTION SE to update banking file and email EH to put in minutes. DONE
- **ACTION SE** to continue to review shared file options, in light of new website parameters and schools preferred option. ONGOING
- **ACTION SQ** to finalise voucher process and set up as a provider and liaise with KL, with a view to Term 4 implementation. ONGOING
- **ACTION SQ / ERA** to ensure Date of Birth requirement on voucher submission is made clear to parents as part of process. Also SQ/ ERA to write procedure for Creative voucher process. ONGOING
- **MOTION** Financial members voted on the location for spare air-condition unit to be used in the refurbished canteen, due to excessive heat and lack of working air-condition. Approved payment for installation up to \$1,500 pending action from NS below.
- ACTION NS to check installation paid for uniform shop air conditioner to see if paid for 2 units or 1? Cost estimated \$1,500 possibly included 2 units installation? DONE Previously indicated only one paid for.
- **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. ONGOING BM said he would action this week. Quote received.
- **ACTION BM** to send email to all treasurers regarding end of financial 30/09/19. ONGOING
- ACTION SM to check if P&C can pay by EFT. SM did this, Department said unable to use this method due to being difficult to track. **ACTION SM** to speak to Ed Connect to see if alternate payment available. ONGOING
- **ACTION ALL** email rsvp for P& C end of year function to EH. Suggested venue was Castle Hill RSVP or Baulkham Hills Sports Club.
- **ACTION Mrs Mistry** please add Carols date to website 06/12/19
- **ACTION SM** speak to Mr Dessent regarding SRC Christmas collection for charity

CORRESPONDENCE

Naplan Results - received

TREASURER'S REPORT

1. Key Updates

- a. \$20,000 transferred from ERA to Main account.
- b. P&C Insurance paid - \$1,582.00
- c. Kindy orientation books paid - \$724.90

- d. SM to check if P&C can pay by EFT for school paid items rather than by cheque.

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

Type	Name	Account Number	Last Month Balance	This Month Balance	Variance from last month
Cash Management Account	Excelsior PS - Building Fund	179943	\$499.10	\$499.10	\$0.00
Cash Management Account	Excelsior PS - Canteen	263504	\$36,736.00	\$36,064.08	-\$671.92
Cash Management Account	Excelsior PS - Band	325357	\$33,671.68	\$33,199.18	-\$472.50
Cash Management Account	Excelsior PS - Main Account	350528	\$34,744.74	\$52,435.69	\$19,272.95
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$49,468.15	\$30,352.13	-\$19,116.02
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$15,636.98	\$16,692.66	\$1,055.68
Cash Management Account	Excelsior PS - Events Committee	380954	\$25,157.60	\$26,699.22	\$1,541.62
Gross Total			\$195,914.25	\$197,524.06	\$1,609.81
Commitments			\$59,369.90	\$58,645.00	-\$724.90
Net Total			\$136,544.35	\$136,544.35	\$2,334.71

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) *EH advised via minutes it is not for equipment but for the installation of ovens, freezers and the dishwasher in the new facility.*
- Air-conditioning for new Administration Building. Cheque provided for \$49,720.00 (yet to be banked)

Total planned expenditure = \$58,645.00

Reported by – Brett McMurtrie, Excelsior P&C Treasurer
Date – 23rd September 2019

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

Items from Previous Meetings

- Schools cannot be paid by EFT
- Second air con unit – canteen air con not working, staff concerned about temperatures in term 4. Block A, we need to wait until handover to see the space.

Student Numbers / Staffing

- Current student numbers 560
- Our teacher librarian position was filled by merit selection. Thank you to Stephanie and Sashi for being on the panel. The position was offered to and accepted by Mrs Colleen Branford. Colleen is the substantive teacher librarian at Blaxcell St PS. She brings with her great experience working in transforming library spaces to be vibrant learning hubs. We are excited to have her join our staff. Colleen is currently on maternity leave and will begin at Excelsior part time. Colleen and Kristina Serobian will share the full time librarian position next year
- Mrs Usha Mistry has been appointed to Excelsior permanent part time (4 days per week).
- Staffing have appointed a new Graduate (Georgia Burley) to an unfilled vacancy – executive release. Georgia will be joining us as a casual teacher during term 4.
- Mrs Simone Urquart has officially resigned. She has been on unpaid leave for the last few years. Once this has been processed another teacher will be appointed, once again it will be staffing's choice.

Build Update

- Hand over of the former office spaces in Block A is scheduled for week 1 term 4. Once we see these spaces we will decide how they will be used. EALD, LAST counsellor. For the rest of the year we will have additional spaces as the Block D refurbishment will not begin until the new canteen has been handed over.

Grants

- I have applied for a \$20 000 environment grant to help fix the eroded area in the corner of the soccer field.

Public Speaking

- Our school has once again been very successful with 4 students moving from the regional finals to the grand final of the public speaking competition.
- Grand Final in week 1 term 4 16/10.

Kinder Enrolments / Transition

- We are currently taking enrolments for Kinder 2020, at the moment we have 68. I had anticipated 80
- Transition 22/10, 5/11 and 12/11

2020 Planning

- We are staffed on the number of students who are enrolled. Each year Principals are asked to anticipate their enrolments the year before, they are then given an anticipated staffing
- Actual student numbers are sent to staffing at the end of week 2 term 1 and shortly after Principal are issued with their actual staffing allocation.
- If there is a discrepancy between anticipated numbers and actual numbers there are changes in staffing. This may mean – forced transfer if the student numbers are lower or temp engagement for term 1 until teacher can be appointed if numbers are larger.
- Last year our numbers at the end of term 4 indicated that we could (just) form 23 classes. However at the beginning of this year there were several students who did not return. This was despite asking parents to inform the school if they are not returning.
- This year I plan to ask all parents to return a form indicating their intentions for 2020. Thoughts?

Kiss and Drop

- I met with council and police about kiss and drop
- There were several long term suggestions made. These include moving kiss and drop to Elberta Ave. Making Rondelay Dr (top) no right turn during pick up and drop off times
- I am making packs for students who use Kiss and Drop, these will be distributed in week 1.
- Teachers have been told to stay in school grounds and send students to cars only.
- Police and council will coordinate a time next term when they come and direct traffic, ie move cars on after 2 minutes if students are not there.

Wellbeing Program Trial

- Many classes will be trialling a Wellbeing program weeks 6-10 next term. Delivered by an external provider.

Swim Scheme

- Weeks 6 & 7 next term
- Last year of current format as Waves will close early next year.

Applications for Selective High School 2021

- Information will be in this week's newsletter and given to year 5 students
- Online applications only. Application must be made between 8th October and 11 November

Diary Dates

- Public Speaking Grand Final - October 16
- Kinder transition – October 22, November 5 & 12
- Sports Photos – October 29
- School Spec – Nov 20-23

- Presentation Day – December 5
- Sports Assembly – December 13
- Year 6 Farewell – December 17
- Last Day for students – December 18

PRESIDENT'S REPORT

Plans are under way for changes to committees in the lead up to the AGM in November. All current P&C members were asked to advise if they will be staying in their committee positions for next year. Some are not able to and replacements need to be found. The Executive committee going forward to 2020 is in place, pending any new nominations at the AGM. Handover to new committee members or positions is being done where possible. Thank you to those that are continuing on in their roles and those that have put in the time to volunteer on the committees this past year or so.

The bank signatories have been updated at Westpac for current Executives. I have been removed as a signatory in anticipation of my leaving. All non-current Executive committee members and all subcommittee members should have been removed as signatories on all but the main account. Further online banking handover will be done following the AGM.

Progress is being made on the CBA set up of Qkr for the uniform shop. This will need to be modified to reflect current signatories too now. Shannyn and I plan on going to the bank over the next couple of weeks when our schedules allow.

Sarah Q is taking on the setting up of the Active kids provider for the P&C now so that it is not linked to my MyGov account.

All subcommittees should be collating financial information and reports for the financial year which ends on 30th September.

*Sharon Evert
Excelsior P&C President
23rd September 2019*

SUB COMMITTEES

UNIFORM SHOP

No written report.

BAND

No written report.

CANTEEN

KJ- note was sent home regarding new healthy options for canteen. A few products removed and a few added in compliance with new healthy school strategy.

A few new volunteers.

Action- Still needing volunteers for Wednesdays.

STUDENT HEALTH & WELLBEING

No written report.

ERA

DB- all going well payments up to date. Creative Voucher already mentioned ongoing if going ahead in Term 4- possible later payment for fees suggested.

EVENTS

EE- Disco went well last Friday night. Numbers were up this year 153 infants, 139 primary. Profit for the night \$2,300 best result for events date/ year. Canteen assisted with ice blocks for the night.

Carols date 06/12/19 Mrs Mistry please add to website

New member to events team Steph Whittington to take over from Sarah Quinn. Sarah to concentrate on Vice President role in 2020.

Events team wishing to connect with school community to assist with gifts for Carols
SQ- suggested for Christmas Carols to do a school collection for a charity to enhance Christmas spirit and the gift of giving. SM suggested Mr Dessent and the SRC to run this.

AGENDA ITEMS

School Upgrade - safety Issue - see under traffic update.

Traffic Management Update – see principals report

Business Arising

Meeting closed 8.56pm. Next Meeting: Tuesday October 29th 2019