

Parents & Citizens Association – Excelsior Public School
451st General Meeting
Tuesday 25th February 2020

Attendees: Brett McMurtrie (BM), Stephanie Whittington (SW), Sarah Quinn (SQ), Georgia Couque (GC), Krystal Lees (KL), Shannyn Geeve (SG), Nikki Sandercoe (NS), Delphine Bellerose (DB), Emma Heasman (EH), Sandra McKay (SM), Kirrily Jones (KJ), Emma Escott (EE), Kathryn Harding (KH), Shadi Aarabi (SA), Julie Winters (JW), Sona Shinghal (SS), Denny Allan (DA), Haiying Wang (HW)

Apologies: Lisa Cook (LC), Rhadika Gawade (RG)

Meeting Commenced 7.14pm

Minutes from November 2020 – Accepted by SG / SW

ACTIONS Arising From November Minutes

- **ACTION SQ** to finalise voucher process and set up as a provider and liaise with KL, with a view to 2020 implementation. ONGOING
- **ACTION SM** to speak to Ed Connect to see if alternate payment to cheques is available. ONGOING
- ACTION SM to present alternatives to funding the Chaplain at the next P&C See report
- ACTION SB to follow up potential SH&W convenors
- **ACTION KL** writing up procedural documents for processing / using vouchers.
- ACTION remove School Upgrade and Traffic management from Agenda items as they will be covered under Principal report.

CORRESPONDENCE

- C02 Monitor New Building – Several Yr 6 parents expressed concern that their children were coming home telling them their classrooms had a yellow light, which monitored oxygen levels. They had been told if the light came on then, windows would need to be opened and worse case they would need to move to another class. The monitor had gone off several times and a relief teacher had not acted as per the children had been told, causing some of them to get anxious. After raising with SM, SM advised the monitor was faulty and should not have gone off and the action plan is to open a window, not move the children to another class area. *In the tour of the new building Ms McKay explained how, given the building was not originally planned to be air conditioned, the monitors work in conjunction with the air conditioning . And how technology advises whether to turn on the air conditioning or open the windows.*

- Yr6 Jerseys / Polo Shirts – It was believed by several Yr 6 parents and students that it had been pre determined that Yr 6 would have polo shirts this year. This was also not what was agreed in last years P&C minutes, where a vote would be taken, each year by the students, to see what they would prefer. A vote was taken last week and Jerseys were requested by the majority of students. *Update see Principal report.*
- Thankyou to Tori Teso Wake – For several years, before the new website, Tori would update the website as requested by the P&C Executive and Sub Committees. Unfortunately Tori could not make the evening meetings to be thanked, so we gave her a thankyou last week but wanted to make sure her thankyou was formally minuted for all the hardwork, time and effort Tori has given the P&C.
- P&C Fridge in Hall – Ms Cherlin advised there was an electrical issue which meant the fridge had turned off and the milk had exploded , many thanks from the P&C as she cleaned it up. As of last week the electrical issue wasn't fixed and the fridge was just turned off, it does still work though.
 - Is there a policy re drinking bottles on the table ? The yr6 currently have to have their drinking bottles outside in their lockers. Concern from parents is students are not drinking enough water. Ms Wormald advised prior to this meeting that ;
 - they don't have them on the tables as there is no set table per student. Due to flexible seating the bottles are best kept in their bags.
 - Students are never denied a drink if they request one, they may get asked to wait 5 minutes if it's a crucial teaching time or close to recess / lunch.
 - The timing when they come in at 9, then crunch and sip at 10 then recess at 11 are all good times to replenish hydration.
 - The students were also told if it was extreme hot weather we would find a spot for the bottles. SM advised new bubblers are being used as well and students can fill up water bottles from them.

TREASURER'S REPORT

1. Key Updates

- \$2,227.50 aid for school blazers.
- \$1,444.22 paid for EOY gifts and food.
- \$367.44 paid for Year 6 farewell. **ACTION EH** to check with DB why yr 6 farewell under budget.
- \$10,000 transferred from ERA and \$10,000 from Uniform to Main account.
- \$335.50 School Banking Contribution Scheme deposited to Main account.

Had discussion re 20k limit and need to transfer funds to main account. **ACTION BM** to transfer \$10k back to band now funds are available in main account.

BM wanted to know why Band is treated differently ie they don't add to main account. JW advised they have considerable expenses especially now a third band is being set up. They had previously communicated last years budget which clearly showed no excess funds for transfer. **ACTION JW** to send BM 2020 budget.

ERA advised art tutors get \$5 per child per term to buy supplies.

JW raised the concern re school banking and what is it actually teaching our kids about money and saving etc. EH / JW raised The Bare Foot Investor currently has a child's saving program. **ACTION JW** to research alternatives to current school banking.

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	\$23,381.77	\$19,270.47	-\$4,111.30
Cash Management Account	Excelsior PS - Band	325357	\$38,608.90	\$43,126.78	\$4,517.88
Cash Management Account	Excelsior PS - Main Account	350528	\$17,199.68	\$33,822.92	\$16,623.24
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$34,561.21	\$30,175.46	-\$4,385.75
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$29,034.35	\$23,789.44	-\$5,244.91
Cash Management Account	Excelsior PS - Events Committee	380954	\$28,936.16	\$28,645.87	-\$290.29
Gross Total			\$172,221.17	\$179,330.04	\$7,108.87
Commitments			\$8,520.00	\$8,520.00	\$0.00
Net Total			\$163,701.17	\$170,810.04	\$7,108.87

3. Ongoing Business

- New canteen additional specifications required ie electrical and plumbing \$6,925 (approved) No one was sure whether this had been paid to school as BM advised chequebook is with the auditors. **ACTION SM** to check with JB if canteen build works invoice has been paid.
- Paperwork for annual audit has been submitted. The quote was \$1,450 + GST. This may vary depending on the amount of work involved (Bearing in mind each time the volunteers change; they won't know the amount of work involved until they receive all the information).
- Total planned expenditure = \$8,520.00

ACTION BM to add on architect fee approx \$2k and grant allocation \$10k to ongoing business.

ACTION SQ to find out where community grant is as has not been deposited in our accounts. Approved for upgrade of sports facilities got 2 quotes so far, third one tomorrow. P&C to match the grant. Work has to be done by June. Will be shown as ongoing business.

ACTION BM to pay insurance on 584 students.

Reported by – Brett McMurtrie, Excelsior P&C Treasurer
Date – 25th February 2020

PRINCIPAL'S REPORT

Items from Previous Meetings

- The Chaplain program has been funded by the school through “equity” funding. In 2019 the EALD team purchased resources and furniture for their withdrawal spaces using flexible equity funding. This year most of this flexible funding will be used to fund the Chaplaincy program (approx. \$18000).
- EdConnect – alternate methods for the P&C make payments to the school.

Student Numbers / Staffing

- Student numbers are currently 584
- We have formed 23 classes for 2020, up 1 class from 2019
- Mrs Mujcinovic was appointed as a permanent Assistant Principal at the end of 2019. (Eligibility list was activated). Mrs Mujcinovic’s classroom teacher position is being filled temporarily by Mr Matthew Summons.
- Ms Chevalier took up a relieving Deputy Principal position at Beresford Road for 6 months. Her Ap position is being filled in a relieving capacity by Mrs Lees. Mrs Lees classroom teacher position is being temporarily filled by Miss Robyn Boslem.
- The 23rd classroom teacher position is being filled in a temporary capacity by Dr Rebecca Bilous.
- Miss Georgia Burley has been appointed to an UFV in a permanent position.
- We are currently in the middle of staffing procedures to permanently fill a SAO position (0.6)
- *GC advised re staffing Ms Batoua – left mid last year for a relieving AP role, she is staying in that position for this year but is still permanently employed at Excelsior.*
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Build Update

- Refurbishment of D block should be complete by the middle of March.
- Demountables are currently being emptied in preparation for them to be moved offsite. Temporary fencing will be erected 28/2 and services will begin to be disconnected to the buildings. It is anticipated the buildings will begin to be removed on Saturday 7/3/20 and continued on Saturday 14/3/20
- Pathways to the demountables will remain, allowing us to utilise the space.
- New pathway will link the stairs above the COLA to the Newcombe Ball court.
- SEC will erect a new shade shelter on the site of the demountable library. Play equipment will be moved to this location.
- Container is currently being emptied in preparation for it to be removed.
- *EH advised there were several issues with the company who installed the demountables so make sure the company who are doing the removals are informed pathways are staying so they don't damage the current set up.*

School Prayer

- In our 2019 review, some staff queried the validity of the school prayer at Excelsior Public School.

O God, our heavenly Father,

We beseech you to bestow your blessing on our school.

Grant to all who work here, the true love of knowledge

Which makes study a discovery and a joy.

May your spirit of loyalty and devotion.

Bind us all more closely together that we may labour

Not only for our own advantage

But for the common good.

AMEN

Can I have a school prayer?

Schools are permitted to use or to write school prayers. These prayers are to be interdenominational Christian or multi-faith to reflect the diversity of the school community. Consultation with the school community should occur about both the prayer and the types of occasions on which it will be used. Section 33 of the Education Act 1990 states that parents/caregivers can object to any general religious education. Children of parents/caregivers who have indicated this objection, including their children being present when prayers are said, should be supervised in another area of the school.

NSW DoE Website

OPD	182
Roman Catholic	122
Non scripture	224
Hindu	59
Muslim	11
Jewish	7

School Prayer

SM advised they had discussions with teachers re things to improve change etc, school prayer came up with strong emotion for and against.

SM advised for those for the prayer still thought it had room to change, SRC could develop a school creed or pledge. SM advised they are trying to teach kids a sense of gratitude , for example at one point in assembly they could say the pledge or their own prayer but say it silently so everyone can say what they want. DA said UK schools are non

denominational and just have a silent moment when students can say in the head what they want to eg prayer / pledge. EE said couldn't we just have the school song.

SM advised it needs a lot more thought but can't just have a prayer because we have always had one. Could do a survey and see what parents think, EH advised don't usually get a lot of feedback from surveys unless someone has a strong opinion.

SM confirmed with the P&C that everyone is on board to explore options and bring up at the next P&C meeting. SG raised concern where do you stop eg Easter parade , Christmas, SM advised the sentiment in the current prayer is good but not necessarily reflecting our current school set up.

ACTION SM to discuss school prayer and options at next meeting.

Unpaid Accounts

- We have cancelled a total of \$7042 in unpaid student accounts for 2019. Of these there were 174 lots of tech levies (\$3480) and 86 P&C levies (\$860). In light of this the school will not be charging technology levies for the remainder of the year. We are now in a position to be able to fund our technology purchases through funding, without asking parents to contribute to a levy.

Year 6 jumpers / t-shirts

- Year 6 students voted on year 6 shirt jumper options. Jumpers were the most popular option with 40 votes to 23. SM showed a collared sweatshirt and baseball jacket and said the students would vote on the style they liked , the third option is the same as previous years. *Post the meeting the school chose the style as per previous years due to cost and style issues. The students have voted on the design for the back of the jumper.*
- Ms Adams is investigated designs and sourcing samples.

YMCA

- YMCA have stated that the air conditioners are not working properly in the MFR. Hills Air Conditioning have investigated and said they are working fine, however they are probably too small for the space. They are sending through a quote to update. Is this something that P&C would consider funding for 2020? We have a quote for \$4514 + GST.
- DET have completed a site inspection on YMCA and questioned why they are not using the hall when it is in their contract and they are paying to lease the space. They will be following up to ensure they are using the correct space. Therefore, band and ERA dance will be required to use an alternate space. Band will use the tiered learning space in Block L and ERA dance will use wet areas.

Diary Dates

Welcome BBQ	28.3.20
NAPLAN (Years 3 and 5)	- 12.5.20- 14.5.20
Year 6 Canberra Excursion	- 1.7.20- 3.7.20

Year 5 Camp - 21.10.20- 23.10.20

Year 6 Farewell - 8.12.20

PRESIDENT'S REPORT

SG advised her and BM got slammed with receipts / payments etc on Christmas Eve / Day to approve payments which was not fair or organised. Advised SE has been removed and SQ needs to be added as back up signatory.

- Brett and I have finally made some progress with Westpac and had an appointment to remove Sharon as the administrator for online banking and add me, at this stage it's still not swapped over but I will keep an eye on that
- Sarah Q still needs to be added onto the online banking to be added as a back up. I need to liaise with her for the information required so I can get her set up on the system once I have access
- Haiyung is still not down as a signatory for Westpac, I have the forms and will get them to her so that she can start to raise payments for the canteen, in the interim it will have to be Brett and I that raise all that. *Advised in meeting that Haiyung is a signatory*
- Sharon and I still need to go into the Commonwealth Bank to hand over the QKR authorisations to myself and again remove Sharon, I will be liaising with her when we can make that happen. *SE has put in a complaint with fair trading No one at the bank seems to know how to combine accounts and set it up ,the issue is our contact at bank.*
- I still need access to the ATO business portal to raise the remittance advices for the canteen taxes that need to be paid. Again, I will follow this up with Sharon.
- Uniform shop needs to get online ordering up and running, all to help out where they can.
- Canteen are up and running in the new building , currently working through teething problems and costs required for miscellaneous items.
- We still are wanting more of the school's different cultures to be represented at the P&C and as a group we maybe need to work on how we can make this happen. *SM advised at the moment the multi cultural teas not happening EH suggested there are already a few groups out there eg Rose Garden. Rhadika's Husbands monthly coffee group, Korean ladies. Maybe its worth emailing them and even if they don't want a formal group they could send through an email to the P&C Secratry once a month with any thoughts / issues etc. ACTION EH to liaise with UM and email any current potential multi cultural groups.*
- Sarah Q needs to add me to the NSW service site for back up the with creative and active kids' vouchers.
- Finally, a huge thank you to all the teachers for suffering through the new build and getting the class rooms ready for Term 1 this year. I know that the kids are super excited to be in the new building and are enjoying settling into their new environments.

SUB COMMITTEES

UNIFORM SHOP

KH advised QKR is an ongoing issue as previously discussed in the meeting. Advised It is a small uniform shop, one computer and one printer so getting huge bottle necks as can't process everything quick enough and need help. Advised need another subscription of MYOB to run on old laptop however may also need a new laptop to replace the current old one. Also need a wireless printer. DB reminded the process would be a lot quicker when QKR is up and running as everyone will order online like high schools. JW also asked why they couldn't just use a square reader for processing orders in store but then agreed issue

as MYOB currently does stock takes etc. **ACTION KH** to get quote on wireless printer and MYOB subscription for sign off at next meeting.

KH advised big thankyou to Nerida for fitting out the new kindy students

JW advised might know some people who could help with QKR. **ACTION JW** to see if can get any help to get QKR up and running.

BAND

Nothing to report

CANTEEN

KJ advised new chest freezer seal didn't actually work so looking to get new chest freezer.

SG confirmed the canteen have a limit of \$500 to spend with out seeking approval. KJ

advised JB is happy to help set up QKR when it's ready. SG asked if they have a QKR contact. **ACTION KJ** to see if canteen has a QKR contact.

STUDENT HEALTH & WELLBEING

ACTION SB to see if can find a convenor.

ERA

DB advised Art classes have 4 full classes, have 14/15 in each and a waiting list but no space to schedule a fifth class.

DB advised it's the same classroom that is being used 4 days of the week and last year used different classes so is that a problem. GC advised eventually the room will be vacant of classes and used 5 days for after schools stuff.

Tennis have 6 classes and have a few kids on waiting list.

Dance is the area of concern.

Active Vouchers

This year ERA are accepting the active vouchers, there is a process which they think will work, obviously its more work for KL. KL will write up the process.

Parents email vouchers then it's upto to each co-ordinator to check the voucher plus the residual amount is correct> The co-ord checks the details then sends to KL who enters everything in one hit. KL advised about half have used the vouchers.

Anecdotally they don't think the vouchers drove up the numbers and as term goes by numbers can drop, tennis stable, dance can have drop outs but some was due to the hills festival hence why they now have the advanced class.

ERA are testing the process first and writing a policy for co-ordinator and treasurers with a view that vouchers will be used by BAND next term.

Historically there were issues with a requirement for extra information on our tutors. Need to keep a register of new tutors. KL will document everything and send to the Execs for general filing.

Don't know how many issues well arise going forward when redeeming vouchers eg name misspelt or under different name or DOB wrong , most just forward the email.

Question was raised Is there the option to add other courses ? EH advised parents were surveyed about 18mnths ago, drama / public speaking was the main request . KL asked

are chinese and the commercial options getting the numbers they need. GC advised Chinese could form another class not sure about the others. Parents trust ERA provided activities a lot more than commercial providers.

DB raised concern - if one of the tutors just doesn't show up, is there an agreement that the kids are kept safe by the school until the parents get there. SM advised if ERA teacher doesn't show up then the kids would still be in the schools care ie can come to the office and wait till parents come , school official office closing time is 330 but obviously people are there later than that.

DB advised had one issue last year when co-ord received a call at 230 to say tutor wasn't coming , luckily other tutor came up.

EH suggested give the office a copy of each ERA group so they have the contacts if needed as the co-ordinators may not have parent details on them. GC asked is it set for the term, which it is. ART is what they are really concerned about. **ACTION DB** to provide office with parent details for art classes.

EVENTS

EE advised Carols last year went well, all profits went to bushfire appeal. Tea and tissues went well.

Currently getting welcome party ready, there isn't a theme but all about welcoming the kindy which seems to have been lost over the year so looking at 4 tents for each class so they have an area to go to.

Notes have gone out. 4 to 8pm tickets are on sale soon.

There shouldnt be elections this year so maybe could do a tea and coffee for the mums for mothers day and something for fathers day . GC advised the Emu blu café will be a regular thing from next friday .

SG advised they do a tradie breakfast for the dads ie dress as tradies and provide bacon and eggs.

Going to have a trash and treasure table at the welcome party for kids to buy things not sure whether they will put out the offer to the wider community as there is no storage so need to bring on the day. DA advised maybe tell people to only bring two items to reduce the amount of stuff.

POST MEETING - Welcome Party cancelled due to coronavirus concerns

EE advised don't want the air conditioning unit for a raffle. **ACTION SG** to email YMCA re air con unit and do they want it.

Business Arising

NOTE KH requested the uniform be advised before money is transferred to the main account so they can confirm if a transfer is feasible based on expected invoices.

SM advised before the next meeting they are planning a parents information night starting at 6pm on the new pedagogy and teaching processes. There will be an external person presenting on co teaching, flexible learning, changing face of education and new builds. This will finish at 7pm and will then be suggesting people head over to the P&C. *Post Meeting Update – this meeting is now cancelled.*

DB advised Denise still had the two large paintings the school were going to put up.
ACTION DB to send pictures and dimensions of paintings.

March Meeting cancelled due to coronavirus concerns, no April meeting due to school holidays. Next Meeting May 26th

Meeting closed 9.56 pm Next Meeting May 26th

Actions from February Meeting

- **ACTION SQ** to finalise voucher process and set up as a provider and liaise with KL, with a view to 2020 implementation. ONGOING
- **ACTION SM** to speak to Ed Connect to see if alternate payment to cheques is available. ONGOING
- **ACTION KL** writing up procedural documents for processing / using vouchers.
- **ACTION EH** to check with DB why yr 6 farewell under budget.
- **ACTION BM** to transfer \$10k back to band now funds are available in main account.
- **ACTION JW** to send BM 2020 budget.
- **ACTION JW** to research alternatives to current school banking.
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- **ACTION EH** to liaise with UM and email any current potential multi cultural groups.
- **ACTION KH** to get quote on wireless printer and MYOB subscription for sign off at next meeting.
- **ACTION JW** to see if can get any help to get QKR up and running.
- **ACTION KJ** to see if canteen has a QKR contact.
- **ACTION SB** to see if can find a convenor.
- **ACTION DB** to provide office with parent details for art classes.
- **ACTION SG** to email YMCA re air con unit and do they want it.
- **ACTION DB** to send pictures and dimensions of paintings.
-