

**Parents & Citizens Association – Excelsior Public School**  
**454th General Meeting**  
**Tuesday 22<sup>nd</sup> September 2020**

**Attendees:** Krystal Lees (KL), Shannyn Geeve (SG), Emma Heasman (EH), Sandra McKay (SM), Kirrily Jones (KJ), Lisa Cook (LC), Usha Mistry (UM), Brett McMurtrie (BM), Nikki Sandercoe (NK), Sarah Quinn (SQ)

**Apologies:**

Zoom Meeting Commenced 7.15pm

Minutes from June / July 2020 – Accepted by SG , Seconded SM

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**Action Points Arising From August Meeting**

- ACTION BM to pay student insurance ASAP. DONE
- **ACTION JW** to research alternatives to current school banking.ONGOING
- **ACTIONS ALL SUB COMMS** to document any key processes and actions.ONGOING
- ACTION EW to discuss and action next steps for creative vouchers with JW. DONE
- ACTION SM advised will get JB to send a message over speakers that recess orders can be picked up from the canteen. *SM advised Teachers have reminded students and also mentioned in Monday morning assembly but KJ advised that not many are coming. SG asked is it possible to say on QKR that snacks are for recess, KJ advised they will just go in the lunch basket unless the student picks up at recess.*
- ACTION SG to put note in newsletter prior to the P&C meeting requesting any correspondence and advise AGM meeting. DONE
- ACTION EH / BM to get SG onto Excelsior Tax Authority. DONE
- ACTION BM to add \$10k grant money into committed for next report. DONE
- ACTION EH to action kindy booklet printing. DONE
- ACTION EH to update P&C presentation and liaise with NM re how to get the information to parents. EH advised done sent to NM, SM advised NM was after who is in the P&C and what do they do, JB has listing. Agreed SG to record video and send to NM, EH to write script. DONE
- ACTION SM to talk to year 6 teachers re options for a Year 6 photograph. DONE
- ACTION EH to organise AGM reminders. SG mentioned in this weeks newsletter is happening next term. Actual details will be in week 2 newsletter .
- ACTION EH to ascertain if the uniform photos are required. NK wasn't in meeting , EH advised not sure if NW can do it if not Louis the operator will need to, SG thinks operator required. **ACTION EH** to liaise with Uniform re uploading photos. IN PROGRESS

**ACTIONS ON HOLD DUE TO COVID RESTRICTIONS**

- **ACTION SM** to discuss school prayer and options at next meeting. ONGOING SM advised not urgent Review post COVID restrictions
- **ACTION EH** to liaise with UM and email any current potential multi cultural groups.

- ACTION DB to send pictures and dimensions of paintings. *Denise offered to pay but all agreed Denise can have for free , KL too let her know and ERA will look at names on the other one to see who would like it,*
- ACTION SM to take before and after photos of Newcombe and cricket area. DONE

## CORRESPONDENCE

EH suggested October meeting date change 20<sup>nd</sup> to 27<sup>th</sup> Approved.

KL asked AGM dates, EH advised 24<sup>th</sup> November

SQ talked about advertising now for replacements, SG will reiterate in next newsletter.

SQ said can stay on if needs be as VP, question was asked is BM staying on. **ACTION SG** to confirm BM is staying as Treasurer.

SG brought up how are we going to order uniforms for kindy and do fitouts etc which led to a general discussion

NS advised uniform guys would need a booking system for people to come in.

SM advised can't have a massive amount of parents on site. SG said can they come on site to sign out of YMCA so is there any difference , SM advised they probably shouldn't be doing that citing BHNPS when kids have to phone to be collected. Also said with Excelsior it is probably easier to socially isolate using the current tennis entrance gate rather than have people congregating outside.

SM advised could do fitouts on a Saturday, parents could come into the office and have to sign in. Could potentially have something set up in the office but have to ensure parents are socially distanced. Also issue of what happens after someone has touched the uniforms etc.

EH asked could they book in through the parent interview set up.

SG said could they do it after the best start interviews, SM advised wouldn't work with current restrictions.

SM advised current estimate is 80 students, obviously some students have siblings and may not need an appt but at 20mins an appt still very time consuming. Would need sanitiser for the adults etc.

SG advised could use her companies conference room, through the weekend and out of school hours.

SG suggested update measurements on website and they just have to order online. EH said during COVID more people have got used to ordering clothes on line so shouldn't be such an issue.

SM will advise how many new students and how many have siblings to see if possible to offer appointments to new parents.

**ACTION EH** to talk to Uniform re photos and expanding descriptions for parents to order on line. IN PROGRESS

SQ raised second hand items and where can they be dropped off. **ACTION EH** to ask NW options for second hand items.

All agreed best solution is most likely online ordering with greater descriptions and photos. Could order in November giving the December window for any returns changes.

## TREASURER'S REPORT

As at 28<sup>th</sup> September 2020

### 1. Key Updates

- \$12,006.00 received from ATO. Details not available until tomorrow.

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

Type	Name	Account Number	Last Month Balance (June)	This Month Balance (August)	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	\$15,738.87	\$22,415.33	\$6,676.46
Cash Management Account	Excelsior PS - Band	325357	\$24,707.71	\$26,950.04	\$2,242.33
Cash Management Account	Excelsior PS - Main Account	350528	\$54,151.97	\$62,262.38	\$8,110.41
Cash Management Account	Excelsior PS - Recreational Activities (ERA)	360021	\$35,031.99	\$33,654.77	\$1,377.22
Cash Management Account	Excelsior PS - Uniform Shop	360048	\$43,796.00	\$35,850.51	\$7,945.49
Cash Management Account	Excelsior PS - Events Committee	380954	\$25,710.92	\$28,213.97	\$2,503.05
<b>Gross Total</b>			\$199,636.56	\$209,846.10	\$10,209.54
<b>Commitments</b>			\$12,880.00	\$54,082.35	\$41,202.35
<b>Net Total</b>			\$186,756.56	\$155,763.75	\$30,992.81

### 3. Ongoing Business

- \$2,000 commitment for architect.
  - New canteen additional specifications required. i.e. electrical and plumbing \$6,925 (approved)
  - \$20,000 commitment for new school laptops for students.
  - \$15 157.35 grant commitment from P&C
  - \$10k grant money ( from Alex Hawke )
- Total planned expenditure = \$54,082.35
- Transitioning canteen pay from manual to Single Touch Payroll (STP). This is a new requirement from ATO. Organization using for STP is PayRoller.

*Reported by – Brett McMurtrie, Excelsior P&C Treasurer*

*Date – 28<sup>th</sup> September 2020*

SG suggested it would be a lovely idea to buy the year 6 a present to give them as their year has been so up and down and they have missed some of the usual fun things like camp. Might be a high school survival kit or memento of time at excelsior or just a present EH said could link to formal but leadtimes might be an issue. All agreed a good idea ACTION EH to let AA know and add into current year 6 plans. DONE

In addition EH advised P&C contributed \$1500 last year to formal, not all was used.

UM advised she has the USB with kindy photos and will add year 6.

UM advised she is planning on buying notebooks for each year. There are four year 2 classes, which only have 24 laptops so she is looking to purchase more laptops so they have one set shared between 2 classes not one set shared between 4.

24 laptops is approximately \$20k , UM advised asking for money now as there is a world wide shortage. Has a current order for Year 3 placed.

UM advised Kindy & Yr 1 are ok, Yr 2 need 24, Yr 3 have 30 between 3 classes Yr 4 OK.

UM advised the school will struggle especially when Naplan comes on online.

UM said looking at Dell, SG raised don't HP last longer, UM said the problem with their current HP is the lids are coming off and the screen is disconnecting with the keyboard. There are currently Dells in the library.

ACTION EH to send out motion to for \$20k to buy Year 2 laptops. DONE and APPROVED

### **PRINCIPAL'S REPORT**

#### **Excelsior PS P&C Meeting**

**Tuesday 22<sup>nd</sup> September 2020**

#### **Principal's Report**

**Items from Previous Meetings**

**Student Numbers / Staffing**

- Student numbers are currently 585
- We are currently in the process of advertising for a permanent classroom teacher. Interviews will take place on Friday. The successful applicant will begin at the start of 2021

### **Grant**

- Work to be completed on cricket pitches and Newcombe ball courts in the September holidays. The school will be paying extra to get a special colour block system for the cricket pitches. This helps to show students where to aim when bowling

### **COVID-19**

- We are waiting for Term 4 teaching and learning guidelines. At this stage it looks like very little will change for next term.

### **Year 5 Camp and Year 6 Excursion to Canberra**

- We have unfortunately needed to cancel both of these events due to COVID-19 restrictions. Students will be informed tomorrow.

### **PSSA**

- Today Castle Hill PSSA cancelled PSSA for the rest of the year.

### **Year 6**

- Year 6 Fun Fair was postponed until Term for, hoping there would be some easing of restrictions that would make this easier to run. It is now scheduled for Monday 9<sup>th</sup> November.
- We are hoping to be able to have a Year 6 Farewell. Guidelines will be included in the Term 4 Teaching and Learning Guidelines. As well as the DoE guidelines we must also abide by the venue guidelines. We have been in contact with Castle Hill RSL. Their largest room has a current capacity of 70. Four people to a table and no movement allowed (except to go to the bathroom). We have tentatively reserved November 26<sup>th</sup>. Possible we would run this with 4 staff in attendance, running a trivia night or "game Show". We will be working with Year 6 students to give us ideas about what they would like.
- WE are also looking at holding some sort of Fun Day for Year 6 students.

### **Kindergarten 2021**

- Very unlikely that kinder orientation will run as usual. Natalia Mujcinovic has been developing an online package for new students and their parents.
- We currently have 67 in area enrolments for kinder 2021 and 7 out of area enrolments.
- We need to form an out of area panel to consider out of area enrolments. We require a parent for this. Could be done in person or by phone or Zoom.

### **Holiday Work**

- Cricket pitches, half courts and two basketball back boards and rings (P&C Alex Hawke grant) *SM advised has taken before photos as requested for grant*
- Aeration, feeding and weed spray of oval and old demountable area
- Tree pruning and removal as per annual tree audit
- Possible new school signage

## Block L

- Block L has been nominated for MBA construction award. Judges will be onsite on first Monday of holidays to view.

## Playground Improvement

- The first design concept from our playground project is expected this week or next. We will work with students involved in this to refine the design until we are happy. We will then break the design down and cost each section. We are hoping to have the first part of this completed this year.
- I have organised quotes for how we improve the oval. Long term plan
- Toilets in C Block and F Block in need of improvement. I have been working with Assets in the hope of getting a full-scale refurbishment. Was originally told I would need to fund it from school funds. We planned to work with the SRC to do some fundraising and use some maintenance money to be able to pain the walls, fix leaking taps and urinals and to put some graphics on the toilet doors for Block C toilets. Last week I was notified that our school was successful in getting a full refurbishment of the toilets!! Block C and F toilets will be fully refurbished ( hopefully in the Christmas holidays). I will be working with Assets on the design and fixture but have been told we will be able to tile the walls (possibly not fully) and replace urinals with a sensor system. *SM advised \$350,000 allocated. SM also talked about several websites on school toilets covering areas such as bullying, artwork, positive affirmations etc.* AS we have already collected \$2 for PJ day that was to go to the toilets we will use K-5 donations for door graphics and use the Year 6 donation to go towards a FunDay for Year 6.

## Presentation Day

- Next term we will begin planning for presentation day. What it will look like will depend on Term 4 Teaching and Learning Guidelines
- After last year we had planned to have a K-2 Presentation Day and a 3-6 Presentation Day as it was very squashed in the hall and COLA, *Probably will stick to this*
- We currently give class award winners a \$20 book voucher from Dymocks at Rouse Hill, what are parents thoughts on this? Any other ideas? Eh advised in kindy jesse asnt that impressed and other years wanted to swap wheras KJ sa her kids enjoyed tbhe experience

## Executive Director's Recognition Awards

- Usha Mistry has been announced as the Winner of The Executive Director's Recognition Award for The Hills District Network. She has been awarded this for her outstanding work in the area of technology, particularly during COVID-19. Sm advised UM was mazinf during covid and online learning . presented award via zoom on Thursday

## **PRESIDENT'S REPORT ( verbal)**

- I have sent through an email advising about the AGM being on ZOOM and asking for people to email the P&C email if they have anything that they want to bring up at P&C meetings, I also suggested that we would review the ZOOM meeting VS face to face meetings at the beginning of next year.
- We are still in the process of getting me set up on the tax website, it got held up because of me being uncontactable for a few weeks while I was on leave. DONE
- We need to get all the uniform photos uploaded onto the website to make it easier on parents
- Sub Committees need to get their AGM's happening so that they can report at the main P&C AGM to be held ??? November 24th
- As part of the sub committees AGM if they could look at updating and submitting their key processes that would be helpful for the new team coming on next year
- Is it possible to have it in QKR that "snacks" are available to be picked up at recess because it's not clear right now.

## **SUB COMMITTEES**

### **UNIFORM SHOP**

See earlier discussion

### **BAND**

KL advised JW contacted KL today and recommenced verification process and that Catherine Cherlin also wanted to go through delegate process as well. Everything on track for term 4 creative vouchers. DONE CC emailed band to let them know they could use the creative vouchers this term.

### **CANTEEN**

KJ advised there was nothing from the committee.

Wanted to check if anything was needed for the kindy orientation, as previously had done a powerpoint and a talk.

Also advised they have "how to" sheets on how to use qkr.

Advised that NM has the canteen presentation from last year **ACTION SM** will check if NM needs anything more about the canteen for kindy orientation

There are Compost buckets around the school KJ asked if the canteen could get one , UM advised yes , already in process of getting one for the canteen

SRC has a compost bin and worm farm. The worm farm was used in the old canteen so KJ took back to house and doesn't know where to put it back in the school. SM advised Gretchen whose running SRC talked about compost bins near the green room which is where they are looking at putting the vegetable garden. Might be an option for worm farm. KJ advised worms need shade. **ACTION SM** will talk to Gretchen re location for worm farm.

SQ asked about the playground equipment as missed the last meeting , SM advised some non compliant and in general assets don't really want them in schools. The slide, flying fox and walking bridge were all non compliant. Also the playground would need to be reinstalled over a wider area than the original and would cost more to make compliant, so it will not be rebuilt.

EH asked did they get the money from the ruined shade cloth during the build works, SM advised Yes.

SG asked have they ever looked at an electronic sign, SM said they are really expensive and feels they could use the money better. SM concerned with Rondelay traffic and would hate for a parent to be distracted by the sign.

EH advised the last Principal really wanted one but parents and the P&C were not that bothered at the time.

### **ERA**

No more enrolments available for dance for rest of year, couple of spots available in art and tennis, Vouchers have gone through.

Advised there was an issue in art class with name calling, Maria spoke to the students Mum about the incident, Mum didn't want the incident escalated and was happy for the boy to apologise. Incident happened on the 26<sup>th</sup> . All reported as fine and dealt with directly.

Waiting on invoices from the tutors and will be requesting payments so SG / BM approval required.

### **EVENTS**

No written report

### **AGENDA ITEMS**

None

### **Business Arising**

None

**Meeting closed 8.48pm Next Meeting October 27th**

### **Actions from September Meeting**

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