

**Parents & Citizens Association – Excelsior Public School**  
**457th General Meeting**  
**Tuesday 23<sup>rd</sup> February 2021**

**Attendees:** Shannyn Geeve (SG), Nidhi Kaushik (NK), Sarah Quinn (SQ), Sandra McKay (SM), Georgia Courque (GC), Krystal Lees (KL), Kathryn Harding (KH)

**Apologies** Rhadika Gawade (RG), Lisa Cook (LC), Brett McMurtrie (BM), Nikki Sandercoe (NK), Emma Escott (EE), Kirrily Jones (KJ),

Zoom Meeting Commenced: **7.15pm**

Minutes from Month – Nov'20 Accepted by: **Kathryn Harding**, Seconded: **Shannyn Geeve (SG)**

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**Actions from November Meeting**

- **ACTIONS ALL SUB COMMS** to document any key processes and actions. **ONGOING**  
**Update:** Still going on, sub-committees to come back with key process and actions.
- **ACTION SG** to look for canteen treasurer job description. **ONGOING**  
**Update:** JDs for Canteen treasurer cannot be found, SG to start from scratch.
- **ACTION SM / GC** to review placement options for worm farm. **DONE**  
**Update:** SM confirmed undercover area, near the compost wall can be the best place for the worm farm
- **ACTION RG / EE** to send out details of online platform for teachers present. **DONE**
- **ACTION BM** to start moving funds around as sub committees have over \$25,000 e.g. ERA **TBD**
- **ACTION Sub Committees Treasurers** need to send end of year files to BM ASAP for auditing. **DONE**

**ACTIONS ON HOLD DUE TO COVID RESTRICTIONS**

- **ACTION SM** to discuss school prayer and options at next meeting. **ON-HOLD**  
SM advised not urgent Review post COVID restrictions
- **ACTION EH** to liaise with UM and email any current potential multi-cultural groups. **ONGOING**  
NK to get a background of this action from SG and take it over from there.
- **ACTION JW** to research alternatives to current school banking. **ONGOING**

<b><u>CORRESPONDENCE</u></b>
- None

## **TREASURER'S REPORT– Feb'21**

- TBD

## **PRINCIPAL's REPORT – Feb'21**

### **Student Numbers / Staffing**

- Student numbers are currently 613
- We have started the year with 25 classes, an increase of 2 from 2020. While we are currently only staffed for 24 classes, we had difficult student numbers that would have resulted in very large classes in Year 2 or Year 6 or rolling composite classes across K-6. We have decided to self-fund an additional staff member with funding left over from 2020.
- New staff:
  - ❖ Zoe Emanuel – 1E. Zoe worked as a casual teacher with us last year and we were very impressed with her teaching skills and commitment to student learning. We have self-funded Zoe's temp contract for 2021
  - ❖ Libby Garratty – 1L. Libby is a new permanent appointment to Excelsior. Libby is a new Graduate who brings with her a wealth of experience, having studied as a mature age student. Libby previously practiced law.
  - ❖ Marie Echevarria 3E – Marie has previously worked in the Mt Druitt area and brings with her excellent classroom management skills. At this stage Marie has been offered a one term contract with Excelsior, pending the employment of a substantial AP. We will be looking for ways to maintain Marie's involvement with Excelsior at the end of her contract.
  - ❖ Jenny Johnston – Jenny is a transfer from Seven Hills West. She is a very experienced teacher with a Master's in Gifted and Talented Education.
  - ❖ Kimia Koular – Kimia is a new graduate who was appointed to Excelsior PS. Kimia was with us for 8 days and is now on maternity leave.
- We need to form a panel to employ a new AP. I require a parent rep and a EALD community rep both endorsed by the P&C. Advertisement writing would be done by email. This week and early next week. They would then be required for two separate days around 22/3- 1/3 for culling and interviewing.

### **COVID-19**

- K-2 parents can come onsite to drop off and pick up.
- COVID-19 Safety plan required for additional activities

### **School Photos**

- School photos are scheduled for Tuesday 9<sup>th</sup> March. MSP will be using an online ordering system. Parents will receive information directly from MSP.
- Students will be photographed in class groupings, unlike like year.

- School has negotiated that the Year 6 muck up photo will be provided complimentary ( cost will come out of school commission)

## PSSA

- PSSA starts this week
- COVID-19 Safety Plan in place
- No parents allowed at DoE sites
- Parents who attend at public sites are asked to socially distance

## Meet the Teacher Zoom Sessions

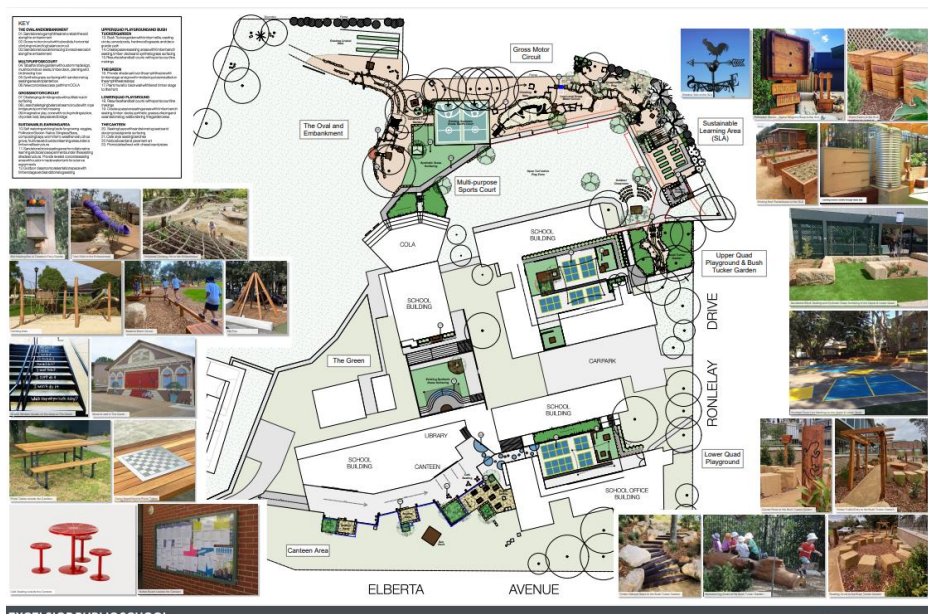
- Information sessions will run by Zoom. It was impossible to run onsite with current restrictions.
- We plan to have face to face parent interviews later in the year.

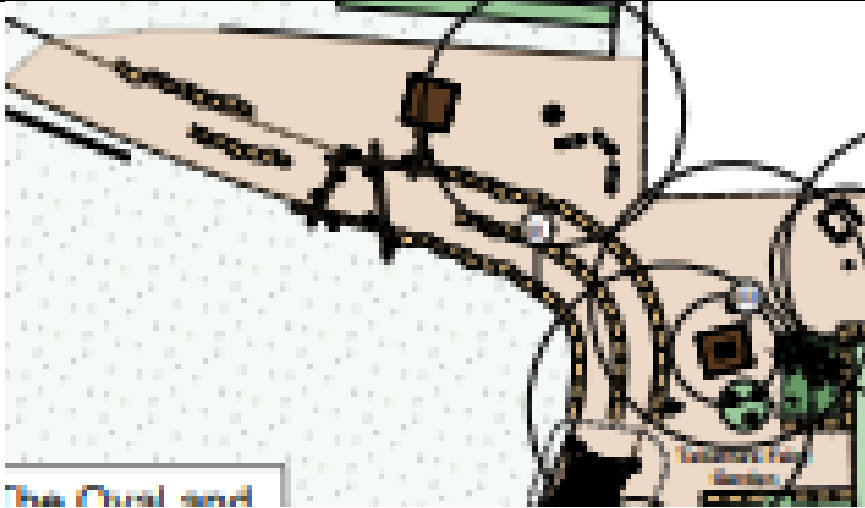
## David Elliott Grant

- At Presentation Day I discussed the need to improve our grounds after the completion of our new build.
- David said he would look favourably on any grant application from Excelsior P&C

## Playground Improvement

- The design from the playground project has been divided into 5 areas:
  - ❖ Upper Quad
  - ❖ Lower Quad
  - ❖ Canteen area
  - ❖ The Green
  - ❖ Oval and Demount Town





- The school is funding the first section of the oval improvement. This will see:
  - ❖ Sandstone boulder terracing to the embankment
  - ❖ Log balance circuit with tall posts and cubby deck
  - ❖ Hardwood seating in shady area
  - ❖ Sandstone amphitheatre
  - ❖ Timber decking around tree
  - ❖ Synthetic grass area with toad stool seats
  - ❖ Entry sign to Tabitha's Fairy Garden
  - ❖ Bird nesting boxes
  - ❖ Sandstone seating wall
- We are hoping work will begin in early March and be completed by the start of Term 2

### **Toilet Refurbishment**

- Student and staff toilets were refurbished over the holidays. Student toilets were paid for by Schools Infrastructure. The school paid for staff toilets.

### **COVID Intensive Funding**

- We received the equivalent for 2 teacher days per week for COVID Intensive Funding.
- For this semester we will be using this for our targeted maths number program.
- Grades 2-6 will be in ability groups for Number.
- The XT program will target students requiring extension in this area.
- EALD staff will target students requiring assistance around language in number.

### **P&C PRESIDENT'S REPORT – Feb'21**

Welcome back to 2021 everyone, while I was hoping that an easing of the restrictions would mean that we could meet in person we still need to zoom for the time being, while we would fit in the MPC, the department of education requires the P&C to submit a very thorough report on how we would stay COVID safe for the meetings and I am sure that we can appreciate that due to time management we have decided to keep the meeting online for the time being.

A few issues that we still need to have resolved that we either raised at the end of last year or through the holidays are;

1. Band, we need to know their intentions to either stay under the P&C banner or break away as their own entity. I do know that Michelle Woo has taken on the treasurer role and she has subsequently been given access to the band banking accounts.
2. Canteen, progress on the QKR bands have they been ordered yet and what message will be sent out to the parents regarding them
3. Canteen, treasurer role has had some teething problems over the holidays and now execs are back to approving pays. Alice Guan has been given access to the canteen bank accounts to raise the pays in the interim
4. Sandra has asked if we would be interested in applying for a grant from David Elliot in June and co funding the costing for the playground upgrade, the grant is for \$50K
5. ERA, it was brought to the attention of the exec team that not all ERA tutors have signed a contract, we need to get this rectified ASAP.

## **SUB COMMITTEES:**

### **UNIFORM SHOP**

- The forum advocated the offer of an officially paid job for the uniform shop to Nerida, everyone agreed to proceed with legalities
- **KH** to reach out to P&C Federation and kick-off the process.

### **BAND**

- Paid treasury book-keeping position for Band - whether band to stay separate than the P&C or stay with P&C
- If they look for staying with P&C we need more volunteers,
- **BM** raised a concern that the band sub-committee doesn't participate very well

### **CANTEEN:**

Lisa (Secretary) and Radhika (Convenor) were unable to attend this P&C meeting. Please find below a note from Lisa.

The canteen met last Tuesday. There is nothing to report to the wider P&C group from the canteen at this stage. We are working with Brett and Shannon directly with regards to some financial matters relating to invoices and pay rates.

We have had some changes to the subcommittee. Below is a list of subcommittee members for 2021.

Convenor	Radhika Achwal
Secretary	Lisa Cook
Treasurer (Payroll)	Alice Guan
Treasurer (Invoicing)	Rama Venkata
Treasurer (Financials & Reporting)	Soomin Lee
Canteen Supervisor	Jacqui Butcher

Canteen Supervisor

Kirrily Jones

Please let me know if you have any queries.

Regards,  
Lisa

**ERA**

- Following up with SM for class room allocation, Plan is to open applications for new participation in ERA. News to come through in the next newsletter

**EVENTS**

- 2020 has been a very quiet year for the Event's team. We felt happy that we could still provide the Mother and Father's Day stall to the children and were able to organise Y6 farewell!

**AGENDA ITEMS:**

**#1 David Elliott's Excelsior Visit** - Sandra gave him a tour of the school's new building and advised about the need for us to upgrade our school grounds, especially in the area where the demountables were, and our older classrooms. He said each year he can give individual organisations up to \$50K for this sought of thing. He said with schools he likes applications from P&Cs where they will also contribute to the project. Apparently the application for this is through his website and released with the Budget in June. Sandra is happy to bring the plans from our playground project and would like this discussed in the next P&C meeting. The P&C could decide on an area they would like to co-fund and we could get it costed and ready to go.

**Update:** SG to keep an eye on David Elliott's website and look at ways for securing grant for the school

**#2 ERA - Krystal's Point:** At our last meeting of ERA we discussed First Aid. We covered if any of our tutors had their certificates (or we should get it for them?), first aid kits and also discussion around access (or not) to individuals medical items stored at school (i.e. epipens) given the hours when ERA runs. I was also thinking we should add for all committees to check their web pages as when I was looking for your name so I could email you I found a few areas that need updates. One issue - I didn't think we still had a well-being committee (as they still have a page)?

**Update:** .....

**#3 School Cricket Nets (Proposal by Me):** As there are not many cricket nets in the community and even the Indoors sports centre in Castle Hill has now closed down. Children who need to practice cricket are finding it hard to look for a ground that has nets. Would it be feasible for the school to rent out the nets to community after school hours/weekends? I guess this can generate additional funds for the school and help the community

**Update:** SG advised this is not a straightforward process and can only be done through community reference

**#4 Update School Website with latest P&C contacts:** Review P&C financial Members list and update new members on the school website

**Update:** SG to send through P&C member details and minutes to UM to update the website.

## **#5 UNIFORM SHOP COORDINATOR - paid coordinator position**

### **Draft Job Description (Source: Kathryn Harding)**

- Managing all correspondence via email
- Coordinating with office staff in relation to new students
- Filling orders
- Stock control and management
- Coordinating volunteers roster
- Opening store weekly, and once a month Saturday
- Assist with stocktake
- Unpack and check quality and quantity of stock as it arrives
- Restock shelves and rotate stock from storeroom to ensure levels are maintained •
- Assist with stocktake twice per year
- Balance takings against daily sales and maintain records for budget and audit requirements
- General cleaning- ensure shop/shelves /counter are clean and presentable at all times
- Some heavy lifting involved
- Attend after hour meetings and events as required
- Please note: Younger children will not be permitted to accompany coordinator to work.

**Update:** P&C had approved the paid Uniform coordinator position in last meeting. **KH** to reach out to P&C Federation and kick-off the process.

### **#6 Excelsior's 25<sup>th</sup> Year Celebration Events Plan:**

**Update: SM** advised due to COVID, cannot plan anything with clarity at this stage. Watch this space, information to come through around term-4

### **Other Discussion Points:**

- **SQ** asked if there has been any increase in the number of days allocated for the school counsellor as due to COVID, anxiety amongst students and parents has increased
- **SM** answered we now have a permanent school counsellor but our allocation is one day per week
- **GC** said if there is anything generically we can discuss with our students or any programs students can be enrolled in, that addresses anxiety of any sort whether COVID related or otherwise
- **GC** said students are to complete a survey by end of his term so we will be able to see how they are feeling and what programs can be targeted
- Students are to rate and identify themselves and so early intervention procedures can be considered
- **SM** needs to form a panel to employ a new AP and requires a parent rep and a EALD community rep both endorsed by the P&C. School will reach out to the previous parent and EALD reps to ask if they would like to participate this time around.
- **NK** volunteered herself to be part of the panel if need be and complete the required training.

**Business Arising**

- None

**Meeting closed: 8.42pm**  
**Next Meeting March 30<sup>th</sup>, 2021.**