Castle Hill Public School P&C Association

Minutes of General Meeting

Date: 10th September, 2014

Chairperson: Lisa Stokan

Meeting Commenced: 7:35pm

Minutes: Annette Hyland
Murray Stokan
Collated by Lisa Stokan

1.1 Attendance

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<tr>
<td>Lisa Stokan</td>
<td>Denise Lockrey</td>
<td>Megan Gibbons</td>
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<td>Kate Scotter</td>
<td>Annette Hyland</td>
<td>Emir Lopez</td>
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<td>Frank Gao</td>
<td>Joanne Foster</td>
<td>Kath Mullen</td>
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<td>Murray Stokan</td>
<td>Dave Rimmer</td>
<td>Julianne Smith</td>
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<td>Nancy Wen</td>
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1.2 Apologies

Liga Hegner, Jenny Crandell, Carolyn Vanderklauw, Cheryl Power, Erika Elkass, Fiona Foote, Kalissa Inshaw, Molly McCrossen, Rick Foster, Van Le

2. VICE-PRESIDENT'S WELCOME (LS)

- Liga is unavailable for this meeting and the October meeting, so LS is chairing tonight and JC will chair the next meeting.

- Our Secretary, Molly McCrossen resigned this morning. We would like to thank Molly for all the Minutes and Agendas she’s done over the last couple of years. If anyone would like to fill in till the elections in November, we would be grateful. FG volunteered to fill in for the October meeting. Thank you to MS and AH for “volunteering” to take tonight’s Minutes.
### 2.1 Previous Minutes
- Minutes from August 2014 meeting were discussed.
- Current version of minutes for August 2014 meeting passed.

**Moved:** KM  **Seconded:** JF

### 2.2 Business Arising from the Previous Minutes
- P&C insurance – Kate has paid for the insurance on her credit card. Motion to reimburse her passed.

### 3. CORRESPONDENCE (LS)

#### 3.1 IN
- Playground report
- Canteen report
- MM resignation

#### 3.2 OUT
- Minutes of the August 2014 General Meeting to distribution list.
- Proposed agenda for September 2014 General Meeting to distribution list.

### 4. REPORTS

#### 4.1 Treasurer (KS)
- Thank you to Tanya for the cake!
- June / July / August reports presented (see attached), motioned and accepted by the majority. Biggest expense was the deposit for the playground project and Carol's long-service leave.
- Canteen has handed $5,000 profit over to the P&C.
- LS thank you to KS for reconciling Carol's dinner and presents expenses. Using the P&C account made things much easier on the night!

#### 4.2 Canteen (AH)
Both ladies, Tanya and Kylee are settling in really well. They have had a number of catering jobs to date and the intention is to make a feedback form for catering, what was good and what can be improved on. This will
be done when time permits.

LS noted that if Tanya and Kylee are doing a lot of extra hours to cover the extra school catering, they need to charge the school for this where reasonable.

Liga has been liaising with Tanya and Kylee regarding the text message system that was discussed at last meeting. Both ladies have agreed they do not want the system as they are happy to use their mobiles to send reminders out.

Volunteers remain an issue however we are mostly resigned to recruiting new people next year with the new kindy mums, dads and grandparents. The announcement by Mrs Gibbons at morning time over the loud speaker is working well however no volunteers have appeared at this stage from this announcement. Annette was sending out emergency text messages for urgent help which Daniela answered and helped out. Thank you Daniela. Thank you to Kate Scotter, Cassie Prosser-Shaw and Lisa Stokan for regularly popping their heads in to see if help is required.

DL brought up the fact that they would like to paint the shutters with blackboard paint to advertise specials of the day. Patrick will buy and paint for them if they advise what colour they would like.

The ladies would like a table for the kids to write their lunch orders out, especially on Thursdays and Fridays when it is busy. Can a table be borrowed in the short term? It was decided to buy a trestle table from Bunnings which is lighter and easier to carry and set it up for the lunch orders.

**ACTION : MS will purchase table and produce receipt.**

Kylee is in charge of the roster and has contacted some of the volunteers and has set up an emergency list.

Fruit Salad and smoothies have been introduced. The cost of the containers and lids are quite expensive and it was suggested that we buy the containers in bulk rather than in hundreds.

**ACTION : JF to advise of stockists for containers and lids which they use at her school.**
## 4.3 Uniform shop (AH)

Uniform shop, no issues to discuss. Simone is on leave and returning first week term 4. Annie Hanna and Jo Werner are helping out while she is away.

## 4.4 School Community Club (SCC)

- No report and no meeting since last P&C meeting.
- LS commented that the Father’s Day stall went very well. Thank you to Julie for buying the items, running the stalls and storing the excess stock at home til next year.

## 4.5 Principal’s Report (DL)

### Staffing

Depth of leadership at CHPS which provides ongoing leadership and stability for the school.

- Term 4: Mr Connelly at Mosman PS. Mrs Gibbons – rel Principal, Ms Fernandes – rel Deputy Principal, EOI in place for rel. Stage 1 AP. Currently EOI – in place for SAM – for weeks 1-5 (internal)
- Merit selection SAM position: Panel convenor – Ms Lockrey; SAM – Level 3 – Mrs McCann; P&C rep – Mr Lopez. This Merit Selection process will be conducted beginning Term 4.

Other staffing implications: Mrs Moses will be teaching 1F, Mrs Qureshi – working in State Office with EAL/D team. Mrs Judge to replace Mrs Qureshi at CHPS for Term 4.

### Students

- Kindergarten numbers as at today for 2015 – 113. At this stage are numbers are submitted for 31 classes, but we can review these at any point.
- Newsletter item – inviting parents to communicate with school via letter/email to myself weeks 9/10/wk 1 of Term 4 if there are additional needs for your child that we should be aware of when constructing our 2015 classes. We are commencing our forward planning now.

### Properties

- The shade sail is installed and looks fantastic! Thank you to P&C support and particular thanks to Lisa Stokan for her commitment and dedication to the project. She has remained positive throughout challenges with both school staff and contractors.
- I met last week with the Crime Prevention Manager from CH Police regarding graffiti hits we have been having. School reporting as per policy in FM web. Mr Hill reports to police, documentation occurs. Outcome: increased Police patrols. On list for fence around school.
Castle Hill Public School P&C Association

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<td>Well represented at all shows. Positive experience seeing all students participating in the creative arts. Thank you to staff, students and families for supporting the 2014 Showcase initiative. We will be conducting an evaluation of the initiative so that we can have ongoing improvement (community, staff and students).</td>
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<td>The team have been successful in getting to the finals at Homebush – Wed 17/9. There will be an evaluation of the initiative.</td>
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<th>Area West Athletics Carnival</th>
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<td>Held today. 5 students representing the school.</td>
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<td>New 5P Planning Tool – parent focus group opportunities in Term 4 – weeks 1-3. Welcome community input/feedback. Strategic Direction Focus Group Opportunities: Term 4 – week 1: Wednesday October 8 (6-7pm) prior to P&amp;C – staffroom Term 4 – week 2: Wednesday October 15 (9-10am) – staffroom Term 4 – week 2: Thursday October 16 (6-7pm) – staffroom Term 4 – week 3: Thursday October 23 (2-3pm)– school hall</td>
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<td>Thank you to parents who have already completed the parent survey on “Learning” for 2014. Over 200 already completed. Terrific sample already. 2013 – were only 70 family responses! Significant increase in feedback – thank you.</td>
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<th>4.6 Deputy Principal's Report (MG)</th>
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<td>Pre-school links in readiness for 2015 Kindergarten cohort. Community Club – thanks for Father's Day Stall. Excellent initiative. All photos back Term 4 Showcase survey coming.</td>
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## 5. GENERAL BUSINESS

### 5.1 Playground project update (LS)

**Latest update from Moduplay:**

*Area 1: 125th Sensory Garden*

Almost everything is finished. Main outstanding problem is the deck bells which don’t work at all. Roger Quinsey from Moduplay will be coming up next Monday to discuss the situation with MG, NT and LS. NT will also help us do a final audit of the Moduplay work, anticipating final payment on the project.

*Area 2: Shade sail & seating outside F Block*

Shade sail has been completed – with a favourable reaction from teachers and parents. Thank you to Nic Tedesco for lending us his expertise when we were in the planning stages. It is certainly more eye-catching and interesting than the average school shade sail!

**Motion**: To pay Moduplay a further 40% of the project cost as they have completed most of the work.

**Moved**: LS  
**Seconded**: KS  
Motion passed unanimously.

**Update from Lex James (Colourful paintings on the new concrete):**

Weather permitting, Lex will start our job on the first Wednesday of the School Holidays (24/09/14). We are the second job slated for the holidays, so it should get done unless it rains for the whole holidays!

### 5.2 P&C Insurance (KS & LS)

**Shade sail insurance – where do we stand?**

**ACTION**: DL to follow up with legal and DEC.
### 5.3 Showcase (JF)
- Suggestion – could Year 6 fundraise by selling lolly bags at the Showcases? DL replied that no food is allowed in the hall.
- Showcases were fantastic, but it was disappointing that the School Band was not included when the choirs, dance group and African Drumming group were included. MG replied that the Showcases were kept simple as possible this year due to the new format. Please include comments re: the Band in the Showcase survey.
- LS asked if some of the band performance opportunities (eg. Band Performance night) could be moved to Term 4, as there is an overload in Term 3 and nothing in Term 4. DL said they could talk to Dural Music about this.

### 5.4 Fundraising (LS)
- Fundraising events – can we please space them out better over the school term? Or parents get fundraising/event fatigue. Eg. In week 8 we had: Showcases; Yr 6 gift to the school Footy Colours day; and Father’s Day stalls all in 1 week. But there was nothing in week 7. DL and MG said there were specific weeks set aside for Yr 6 fundraising and SRC events each term, but that they could look at moving them in Term 3.

### 5.5 Future funding of projects (EL)
- Future projects funding – Most of our accumulated P&C money has been spent this year. Generally, the fixed income from voluntary contributions equals the expenses, so very little money is saved up for future projects. For example, Stage 3 of the Playground Project will cost ~$80,000. Formulate our project goals for the next 2-5 years, so we can focus our efforts. Strategy meeting for all interested parties suggested. Ask staff for suggestions as well.

- We need to plan for the future and explore new avenues of funding. Suggestions – Building Fund; Grants from local businesses like the RSL and NorthWest RailLink project; environmental / health awareness grants; etc.

- Need to make a concerted effort to involve more parents in ongoing projects. We have a big pool of talent in our parent community and we need to tap into it. Big push at the Kindy Orientation, etc.
| 5.6 Defibrillator for school (DR) | • DR asked if we could get a defibrillator for the school? This would benefit the kids, teachers, staff, parents and visitors to our school. MG suggested the RSL may be interested in funding the purchase as it is a relatively small amount ($1,800 - $2,000). DL commented that the ambulance response time is incredible in the few situations when we have needed them over the years. MS said there is a direct correlation between survival rates of heart attacks and the amount of time til defibrillation.  
ACTION : MS to investigate the options on the market.  
ACTION : Explore possible funding options (DR, LS)  
ACTION : MG to investigate the current DEC/Legal policy for defibrillators. |

**Meeting Closed:** 9.10pm  
**Next Meeting:** 8th October, 2014