

P & C Minutes, Elanora Heights Public School Wednesday 30 October 2019

ITEM 1: Welcome: CS opened the meeting at 7:10pm

Attendance: Janine Ralston, Carly Skeers, Cassie Hotchin Julie Knox., Jasmine McEvoy, Linda Smith, Bridget Bullock, Anna Davis and Leesa Martin.

ITEM 2: Apologies: Allison Salmon, Ro Brazel and Darren Greenow,

ITEM 3: Review and accept previous minutes, 4 Sept 2019:

Accepted by CH, seconded by JRa.

**ITEM 4 & 5: Principal's Report and Work, Health & Safety Report, LM
Thank you to our wonderful P & C!**

On behalf of the staff I would like to thank you for the wonderful support provided in procuring the 28 interactive panels for our school. We are very excited about this enhancement to our school infrastructure. Existing boards which are still in good condition will be relocated to sites within the school that would benefit from an interactive panel – eg: front foyer to display photos of school events etc.

We would also like to thank the P & C for providing the lovely morning tea for our teachers to acknowledge World Teachers Day last Friday. It is always nice to feel appreciated and this warm gesture from our community was very well received. Many thanks to Janine Ralston for her lovely catering.

Thank you also for the recent Fathers' Campout which was a huge success. It is great to see this annual event being so well supported by the community.

Driveway and Carpark Inspections

Last week we met with representatives from the Department regarding the Carpark Safety Initiative that we are a part of. The program will be rolled out across NSW commencing with a pilot of five schools per region. Our school was one selected by the Sydney Asset Management Unit for our region.

Due to vehicle related incidents that have occurred on school grounds, the Department is now conducting joint inspections with schools to look at vehicular traffic movements and issues on school sites, including on-site parking. The inspection was to collect data of what work would be required to:

- provide pedestrian / vehicle separation
- implement traffic management and safety devices to carparks that are located in close proximity to school buildings
- identify the use, and times of use, of onsite car parking and to identify where signposting, line-marking, fencing, bollards or speed humps are required to improve safety in regard to pedestrian and vehicular interaction.

Given the considerable complexity of our site we have been escalated up the list. We are now in consultation with the department regarding the changes which will occur, however, due to a recent coroner's report following a school tragedy, the Department will have final say on what measures will be taken.

It is anticipated that this will result in a significant change in processes for our school community. As always, I thank our parents for their support in ensuring the safety of our students, staff and community members.

We will keep the community informed of the changes moving forward once finalised.

Roofing Project

As you are aware, we are currently in the midst of the roof replacement project, with work completed on the admin block and recently commenced on the hall. There have been a few delays already with the work, so we are anticipating the project cascading into the school holidays and potentially Term 1 of 2020.

PCS Emotional Health Survey

On Monday and Tuesday of this week we conducted the PCS Emotional Health Survey for students in Years 4-6. The purpose of the survey is to take a pulse check of students' emotional health to assist in identifying any emerging issues. An information evening was held on the first Tuesday back, however no parents attended. Parents of any students who have rated highly on any of the items will be notified by the school so that support can be accessed early and in a proactive manner.

Student Wellbeing Policy

As discussed at our last P & C Meeting, the proposal to remove the current tiered award system was taken to the Student Representative Council for their feedback. The students reported that whilst the 'Mini-Merits' were popular in K-1, children found them less motivating as they progressed through the school. The SRC voted in support of removing the system.

We will therefore be removing the current system in December this year. To allow the system to close off, any students who have already received a Diamond Award will be eligible for the medal.

The wellbeing team are currently in the process of reviewing and updating our policy which will be presented early 2020.

Toilets

We have been advised that our K-2 toilet block has been scheduled for a complete renovation commencing mid-November. This is a much needed upgrade and may impact any planned painting for this weekend's working bee.

ITEM 6: Deputy Principal Report, None

ITEM 7: Correspondence In/Out, CS

- Joanne Moylan and Mark Mikalauskas have requested "slow down" wraps along Anana Road from Rob Stokes. He has passed this request onto the Northern Beaches Council.
- The school's SASS staff sent a card in thanks for their thoughtful lunch arranged by the P&C. Thanks go out to Barb La Ganza and Ro Brazel for arranging this event.

ITEM 8: Treasurers Report

The accounts have been closed for the financial year, ending 30th September 2019. The main bank account sits at approximately \$12,000. Withdrawals will be made for the Year 6 farewell and deposits are still

being received from the Father's Day Campout.

The fee structure is changing with our bank accounts. Option one is a flat monthly fee of \$10. Option two is no monthly charge, but a \$3 fee each time a transaction is made in a branch. Option two was unanimously agreed upon – provided the daily ATM deposits made by canteen staff are exempt from this \$3 transaction fee. To minimise these charges, **cheques will no longer be accepted by the P&C** and will be removed as a payment option on all notes home to parents.

ITEM 9: Business Arising from Previous Minutes, All Bathroom Refresh – Sunday's working bee

LM has received positive indications from The Dept that the K-2 bathrooms will receive a full update, possibly as early as this term. The working bee team will therefore focus firstly on the hall toilets and 3-6 toilets this Sunday, 3rd Nov. The working bee will run from 10am to 5pm, and will focus on prep work in the morning and painting in the afternoon. Pizzas will be ordered for lunch to cater for the unknown number of volunteers. SW and BB have provided the team with a colour scheme and the students have voted on the decals.

ITEM 10: Intentions of current P&C role holders into 2020

The AGM will take place on the 27th November at 7pm. All positions will be declared vacant and then voted upon for immediate effect. The role of **President** will be turning over, and potentially a **Vice President** role. The P&C agreed that **Fundraising and Social events** should be run by one Convenor. This convenor would ideally be supported by a Treasurer, Minute Taker and general committee members. CS noted that those thinking of taking up one of these roles can bring their own individual talents, skills and contacts to the role. New role holders are not bound by the what the P&C has done in the past, and have every flexibility to change the P&C calendar of events. Prior role holders will no doubt be available to lend advice - if the new role holder seeks it out.

AD said that the **Music Committee** are currently reviewing their structure. Her current role of convenor has become too onerous for one volunteer. The music team are weighing up options of bringing in a paid person in the convenor role or outsourcing the role to an external management consultant.

JRa also expressed the rising responsibility of her **book keeping** role over a number of sub-committees. The time needed to complete book keeping needs has risen above 8 hours a week and is a role that needs to be completed by a qualified professional. JRa would like to transition her roles into paid employment. This has been flagged as a future need by several P&C members over the past 12 months. LS said that this role shouldn't be a volunteer position and that it would make sense for JRa to take responsibility for all sub-committee book keeping needs (canteen, music, uniform shop). AD noted that a flat weekly salary could begin this

transition, with the cost weighted across the sub-committees. CS said that then each sub-committee would need to absorb and manage this overhead. The P&C voted unanimously for AD, LS and JRa to work out how this would work operationally and report back at the next P&C meeting. This arrangement would exclude JRa from taking an executive P&C role.

ITEM 11 and 18: Waste Initiative and LLW@S Report, JRa and CS

The LLW@S team have been tossing over ideas on how to minimise land fill for a number of months. Different recycling ideas have been considered, which involve the purchase of bins, posters, education programs and volunteer hours for collection and drop-off of soft plastics, bottles and cans. The team have concluded the easiest idea would be for students to take rubbish home. LM will present this problem of minimizing landfill to the SRC.

ITEM 12: Finance Committee Report, None.

ITEM 13: Class Parent Report, JRa, None.

ITEM 14: Social Committee Report, JRa

The Father's Day Campout was a very successful event in terms of both fundraising and social interaction. JRa thanked Bakers Delight at Warriewood and Narrabeen for their on-going support for providing free bread for the event.

ITEM 15: Canteen Report, JRa and CS

The canteen has made a number of menu changes coming into summer. A new Good Food Hero meal has been included, veggie muffins added (recipe from free taste test Tuesdays in Term three) and a Emma and Tom's bottled smoothie added too (green and tropical). There will be potentially more closures when the roof replacement is completed. Closures will be notified via the school app.

ITEM 16: Music Program Report, AD

As mentioned above (item 10), planning for 2020 has begun. Solly has moved onto small clarinet group classes for Yr 2's and JTier is taking the training band in term four. The positive bank balance will be directed to new instrument purchases and the running of three bands in 2020. The current training band and intermediate band numbers for 2020 are below the break-even threshold of 17 students. Recruiting has begun for a new senior strings conductor. End of year concerts will be held on the 28th Nov for strings and the 1st Dec for the two bands.

ITEM 17: Uniform Shop Report, JRa

The Kindy orientation presentation was well received and staff will now begin to fill these order demands.

ITEM 19: Any other business:

- LS said that in future the P&C and school should be more strategic in planning fundraising events as we are competing for the same pool of funds.
- JM thanked JK for her contributions as Ethics coordinator over the past few years. JM will be taking over the role and will be looking for ethic teacher recruits in the coming months.
- CS said that EHPS mural cards should be advertised coming into Christmas. AD added that band CDs are still available.

The meeting closed at 9pm.

ITEM 20: Next Meeting: Wednesday 27 November at 7:00pm.

Items to be carried over to the next meeting:  *Bathrooms

*Bookkeeping role * Waste initiative