



Parents & Citizens
Association

P&C Minutes for 19th February 2019

Meeting Opened 7.45pm

ATTENDEES

Angela Yee, Lisa Richardson, Winy Souw, Rebecca Cotton, Kelli Thwaites, Dane Tierney, Belinda Widdup, Stuart Goddard, Michael Gunter, Hamish Baxter, Linden Browne, Janelle Duncan, Sarah Fowler, Larra Hibbard, Merran Phegan, Lisa Richardson, Kelli Twaites, Kate Ward, Edwina Watts, Nicky Woods, Bettina Watson, Kim Fosket, Debbie Cantin, Trevor Lee, Tahereh Oskooi, Christelle Hechter.

SCHOOL STAFF

Paul McSweeney, Evan Gibbons

APOLOGIES

Mohinder Rao, Smitha Shejale, Kelly Norris.

MINUTES FROM PREVIOUS MEETING

Accepted by Stuart Goddard and Angela Yee.

1. PRINCIPAL'S REPORT

• **Principal's position**

On the final school day of 2018 I was officially informed that I would be the new substantive Principal of Normanhurst West Public School and the school community was informed of that decision that afternoon. It has been a smooth start to the year for all of the students and staff. Classes were formed on the student's first day. 65 Kindergarten students started on the 4th February in 4 classes and all have settled very well into school life. Another kindergarten class will start next week, total of 66 classes in total.

• **Assistant Principal**

The position of Assistant Principal is now vacant as the person who was nominated by staffing to start this year has been granted more leave. When that leave expires they will not be starting here as staffing has informed me they will nominate them for a different school. When approved by staffing, the school will be able to form a panel and advertise for a new permanent Assistant Principal. Hoping to have someone to start from Term 2.

• **Welcome BBQ**

There was an excellent turnout of Kindy parents and new parents of the school last Friday morning for the Welcome BBQ put on by the staff. Everyone was very pleased with how their children had started here and how the community had made them feel welcome.

- **PSSA Sport**

Last Friday, Normanhurst West participated for the first time ever in Summer PSSA sport. In Years 3 and 4, the teams are Boys and Girls League Tag and Boys and Girls Auskick (AFL), run at Pennant Hills park. In Years 5 and 6 the teams are Boys and Girls League Tag and Boys and Girls Softball. All the children had a lot of fun and we even had some wins. This competition will continue for the rest of Term 1 and then begin again late in Term 3. Term 2 will be football.

- **NWOOSH**

At the end of 2018 the school was able to allocate extra internal space for NWOOSH to use. Measurements were taken for the extra space and just waiting to get through all of the red tape now so the extra places can be made available to the families. Hopefully this will be very soon.

Paul McSweeney
Principal

2. PRESIDENTS REPORT

We would like to acknowledge the outgoing President, Mohinder Rao and the leadership and support he has provided to the P&C Executive team in 2018. Mohinder resigned from the position of P&C president in December 2018. The position of President, as well as other executive positions will be made available at the March AGM meeting and we encourage all members of the P&C to consider applying for any of the vacant roles to be part of an exciting P&C executive team.

This year, we have developed a 2019 Community Engagement/ Fundraising plan with a series of planned activities to engage our school community as well as raise vital funds to support our school. We welcome and encourage P&C members to lead or support with any of these initiatives.

Finally, we would like to acknowledge the ongoing contribution and support from our subcommittee members (band, canteen, uniform, ground force, OOSH, fundraising) who generously and tirelessly volunteer their time and skills to support our school.

3. TREASURERS REPORT

Profit and Loss

Normanhurst West P & C Association
For the period 13 December 2018 to 15 February 2019

Sub Committees is Unassigned.

13 DEC 2018-15 FEB
2019

Trading Income	
Donations - Building Fund	10,359.00
Fundraising - Calendar	189.15
Interest Income	170.34
Total Trading Income	10,718.49
Gross Profit	
	10,718.49
Operating Expenses	
Family Fun Day Expenses	341.67
General Expenses	53.60
Insurance	2,098.80
Kindy LABS Day	79.95
Total Operating Expenses	2,574.02
Net Profit	8,144.47

Trading Income

\$10,359 AUD from Donation Fund, \$189.15 Fundraising – Calendar includes received Interest Income of \$170.34

Operating Expenses

Family Fun Day Expense of \$341.67 AUD, General Expense \$53.60, Insurance \$2098.80 and Kids LABS Day \$79.95

Balance Sheet

Normanhurst West P & C Association
As at 28 February 2019

28 Feb 2019

Assets

Bank

Bonus Cash Reserve	\$87,540.27
Building Fund	\$132,082.11
Canteen	\$31,377.20
Cash Reserve	\$398.78

The Secretary, Normanhurst West Public School P&C, Dartford Road, Thornleigh, NSW 2120
School phone: 9484 4252 Facsimile: 9484 7354
ABN 27 621 491 988

French Account	\$1,415.61
Fundraising	\$2,708.69
Uniform	\$9,796.49
Working Account	\$7,954.02
Total Bank	\$273,273.17

Band \$5.5k
Canteen \$30.1 k
Term Deposit \$257k (Incl band \$15k for new instruments)

Note - Balance Sheet data populated from Xero Balance Sheet autogenerated report. Whilst Band, Canteen CLS and Term Deposit (Westpac Net banking data).

4. CORRESPONDENCE

IN

- P&C member portal guide.
- P&C federation healthy canteen, financial management and general guide.
- Student injury certificate of insurance.
- Public liability certificate of insurance.

OUT

- Newsletter for Feb 2019.
- Kindy welcome get together – Inflatable world

5. SUB-COMMITTEE REPORTS

5.1 Canteen

Canteen is working with OOSH to co-utilise the canteen space. There is no problem so far, all working smoothly.

5.2 . Band and Strings

We have 118 students in the band /strings program this year. Dave Odams is conducting our SCB, TB and Jazz Ensembles, Alex Silver joining the team to conduct ICB, and Vov Dylan returning to conduct our string ensembles.

All bands have started rehearsals, ICB finally starting this morning, due to Alex already having a commitment prior to taking the conductors job with us.

We have had a few movements in our committee along with me taking over from Ajit as Convenor, we have Jo Gee stepping into the Secretary Role, and Julia Jarvenin becoming coordinator of ICB as well as being our MSM wizz. Kelly Norris has become coordinator of TB and Jacqueline McCarthy coordinator of the Jazz Ensemble. Vanessa D'Souza has returned as our SCB coordinator as has Andy Fidders as the String Ensemble coordinator. Megan Walsh is

still our music librarian and Dave Odams our tutor co-ordinator. Bec Furzer has taken on Band Camp Organiser and Christelle Hechter has joined the team as our Creative Kids Provider person, thank you to everyone in the committee.

We have dates set for our band workshop, 6th April, to be held in the afternoon here at school. And our Band and Strings camp being held 3-5 May at Bayden Powell Scout Camp again. As I've said, we have a new parent leading the team organising band camp, Bec Furzer, has volunteered to lead, which we greatly appreciate. She has a big team of volunteers helping her out, for which we are also grateful.

Becoming a Creative Kids Provider – we have started the process of applying to have the P&C band program registered as a Creative Kids Provider (to enable families to use their \$100 govt vouchers for our program). We'd like to thank the P&C exec for their help in getting this process started. I'd also like to thank Christelle Hechter for taking this role on & driving it. Part of the process is that a member needed to complete an online child safety course, which Christelle has done for us. As a result of this course Christelle has identified that as a P&C we should probably put in place some reporting procedures, in case abuse of a child or adult occurs during our program. Of course, we have taken all the precautions needed, Christelle is suggesting we do this as it's what her online child safety course suggested. We have found a few templates through kids guardian & Christelle has some from her course. Would the P&C Exec be happy for the band committee to draft up a procedure? Then bring it to a meeting for approval

Band Budget – I wanted to address the Band 2019 Budget & the fact that at the moment it's planning for a loss. I understand from Ajit that there was concern from some of the P&C exec last year that the band committee was asking for funds out of the P&C account to help pay for an item. It's been explained to me that 2 years ago a \$15,000 deposit was taken out of the band committee account and added to the P&C account, not as a donation, I'm assuming it was put in a term deposit account? I don't know if any of this was documented, but I'd like to get it minuted that this is the case so that if the band committee need to access that \$15,000 there aren't any problems. I would like to point out that the budget is planning on a loss at the moment so that we can use up some of that \$15,000.

Band Financials – As of 14th Feb cash in back was \$8,118. Simona is aiming to get term 1 invoices out by the end of week 4.

Action: Band to re-look at budget in two parts:

- (a) using some of the surplus band funds to acquire new instruments; and
- (b) targeting a break-even budget for the operating cash flows from the band activities.

5.3 OOSH

Refer to business arising item no. 6.3

5.4 Uniform Pool

Welcome to our new team - Kate Ward & Jenny Gao, our new convenors, Susy Murugathas, our reserve convenor, Darcy Weber, our new secretary and Tahereh Oskooi, the new treasurer.

The shop opening, ordering system and email address will remain the same for now.

Training has commenced for our 2 new convenors Kate and Jenny. Training for Susy will commence after this to be an extra convenor if required

Our treasurers have begun handover and Tahereh will become a signatory soon.

The Ipad set up with Square has been a success. We had a connection issue with CC payments on the Development Day but we were able to take payments manually and only incur a 0.03% charge.

The start of the year has been quieter than last year. This is possibly due to the increase in sales in term 4 due to the fear of the Uniform Shop closing.

Soccer Socks - we are unable to source the current PSSA soccer socks and so we are currently researching a new style/supplier. We have been in touch with Miss Georgiou about requirements and will add approx 10-15% on to cover operating costs.

We are now starting to order for winter.

The Uniform Shop needs to know ASAP what the decision is with the Girls winter shirts. We sent some back last year following P&C meeting discussions about the change and were charged a handling fee. There are mixed feelings through the school community about the change, including the shirts, and so we recommend a school community survey before any changes are made.

Lastly, we would like to thank Sunali Lewis, outgoing treasurer, Kristina Murray, outgoing convenor and Laisa Geha, outgoing secretary (previous convenor) for all their time and effort. Thank you, Darcy Weber

Profit and Loss

Normanhurst West P & C Association
For the period 1 January 2018 to 12 February 2019

Sub Committees is Uniform.

	1 JAN 2018-12 FEB 2019	NOTES
Trading Income		
Uniform - Interest Income	15	
Uniform - Sales of Uniforms	74,285	1
Total Trading Income	74,300	
Cost of Sales		
Canteen Food and Bev	24	
Uniform - Cost of Goods Sold	(6,336)	2
Uniform - Stock Purchases	70,399	2
Total Cost of Sales	64,087	
Gross Profit	10,213	
Operating Expenses		
Uniform - Bank/Merchant Fees	762	
Uniform - Consignments	2,278	1
Uniform - Miscellaneous	1,070	3
Uniform - Office supplies & printing	164	
Uniform - Telecommunications	762	
Total Operating Expenses	5,036	
Net Profit	5,178	

1. Consignment Sales

Revenue gained from consignment sales are rolled into this line being Sales of Uniforms. 20% is retained from the sale of consignments.

2. Cost of Sales

Stock is up to date as at 11/2/2019

3. Miscellaneous

Transfer of Band fees paid via Uniform EFTPOS facility for one family.

5.5 Fundraising

Activities	Cohort	Lead Person	Tools and Resources	Sponsorship Package	Schedule/ Timelines
Kindy 2019 Meet the Parents Inflatable world evening for children to connect, and parents to meet other parents.	Kindy 2019 parents and children	Bec Cotton and Angela Yee		No	February/ March TERM 1 Week 4 (Saturday 2/3 or 9/3)

Quiz Night	School community	Fraser Tunstian	.	No	March/ April TERM 2 End of Term 1/ Beginning of Term 2
Mother's Day Stall	Mums	Angela Yee		No	May
Father's Day Stall	Dads	Angela Yee			September
Grandparent's Day	Grandparents	Angela Yee			August
NWPS Movie Night	School Community	Angela Yee		Yes	TBA
School Fun Run	School Community	??		Yes	TBA
NWPS Cook Book	School Community	TBC			TBA
Family Fun Raising Photos	School Community	Angela Yee		No	Term 4 November

5.6 Languages

Both Spanish and Mandarin class will be run as an external company with similar price and the business will also be keeping all the profits. They will also need the approval of the school to have regular access to library space for lessons.

French lessons recommenced last Wednesday.

Since the last meeting on 18th December

Opening \$ 1,178.36

Income \$ 237.25

Expenditure \$0

Closing \$ 1,415.61

5.7 Ground Force

No update.

5.8 School Banking

No update

6 Business Arising

6.1. Family Fun Day 2019

Belinda W

Belinda is going to consider alternative strategies for the major community event in 2019 in light of last year learnings on FFD.

[Action: Take this offline to the next Exec Meeting in Mar 19 to discuss the next steps.](#)

6.2. Proposal on our sport shirts -

Christelle H

Using iron-on embroidered label instead of printed sticker on the sport shirt. Kelly Norris and the school team are currently considering the uniform changes and will take this into account.

[Action: Christelle to investigate the applique stickers option on sport uniform and send to school, P&C exec and uniform pool team to consider. Impact to Uniform pool stocks level and sales also need to be considered.](#)

6.3. Introduce our new Ethics Coordinator -

Bronwyn W

Bronwyn Walker is currently teaching ethics at NWPS. Bronwyn was seeking more volunteers to undergo training to become registered Ethics teachers to provide an alternative to non-SRE families (currently run at 10.30 am Thursday) for those currently registered. Ethics waiting lists have been actively maintained by our SRE/SEE School Coordinator. Waiting lists have not been developed for grades of which there has been no qualified Ethics teacher as there hasn't been a need to develop such a list yet.

When Primary Ethics is able to supply qualified teachers for other grades then waiting lists will be generated as necessary. It is the responsibility of an approved provider to recruit, train and authorise sufficient teachers of SEE, and to inform the school of the names, contact details and date of birth of SEE teachers. Further consultation with the Principal will occur before classes are formed.

[Action: To support this school will place a flyer in the community noticeboard section of the school newsletter encouraging community members to consider becoming a qualified teacher of Ethics.](#)

6.4. Child non-attendance notification

Kelly T

Recently there was an incident where a kid was in non-attendance. Kelly is asking school if there is any process in place to notify parents if their children don't turn up in school.

[Action: School is working within the Department's guidelines regarding parent notification, however they will consider the feedback provided.](#)

6.5. Quiz night 2019 and community events

Angela Yee

Angela shows P&C members the community event plan and ask P&C members to support. Details will be discussed more at the P&C Exec meeting.

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6.6. OOSH update

Lisa R

OOSH was provided with extra space and now working on paperwork and process involved. Looking to offer more space from term 2. We now have access to the hall in the afternoon which is wonderful. We also have access to canteen which is fantastic. Looking forward to be able to offer more spaces soon. OOSH is actively communicating with parents in the waiting list.

6.7. Budget and audit update

Stuart/Smitha

Budget for sub-committee need to be submitted by end of Feb'18.

The budget then need to be approved at the Exec meeting in March 19 before the AGM.

Action: Sub-committee to submit their budget to secretary to be tabled at the Exec meeting.

6.8. Update on LOTE survey result

Winy

Pre-Dec holiday, P&C had sent a survey to parents of the NWPS to gauge community interest in languages other than English.

There were 68 responds received.

- 99% of respondents interested to introduce Other languages other than English;
- Of the 68 responds, 46% has chosen Chinese (Mandarin), 22% Spanish, 16% French, 16% Other incl. Hindi, Korean, German and Italian.

From pricing perspective, French will be the cheapest for family and Spanish and Chinese will be on-par as they are run by external providers. Next step is for external providers to get approval from school for the use of library.

Action: Lara to meet with school to discuss room availability and pricing for external provider(s).

General business

Kelly T requested for school to explore opportunity to stagger the 'meet the teachers time' so parents don't have to rush to meet all the teachers for their children in 1 afternoon.

School will be taking this feedback for future meet the teacher nights when possible.

6. Open items | Actions

Item	Topic	Current Responsible Person	Update	Status
02.19.1	Fundraising	FFD – Belinda W Other – Angela lead	Community engagement plan has been developed. Need parents volunteer to lead. Alternative solution on FFD is being considered.	OPEN
	Awning Grant development	Carolyn Ekins and P&C Exec	The grant for \$25k to put awning over the stairs between the hall and the library was obtained last year. Unfortunately, the supplier who provided the quote for grant submission doubled the price when approached post the grant approval. Carolyn is looking to get the supplier to lower the quotes and also obtain additional quotes . Once we received 3 quotes, school	OPEN

Item	Topic	Current Responsible Person	Update	Status
			can work with AMU to get the approvals we need to proceed.	

Meeting ended: 9:17 pm. Next AGM Tue 19th Mar 2019..