

# PADSTOW HEIGHTS PUBLIC SCHOOL P&C

Meeting Minutes      *Wednesday 7<sup>th</sup> February 2018*

**Opening:** 7.00pm with Acknowledgement

**Present:** Lindy Bryant (Principal); Lisa Dwyer (Assistant Principal); Cassandra Gledhill; Ray Mohandas; Janine Simons, Simon Gorham; Maria Renzo, Suzy Colbran; Leanne Iverach; Brooke Skead; Catherine Farthouat; Melanie Northcott; Bettina Vogel; Anna Milinkovic; Nicole Conlan; Naomi Hayes; Kim Bertoia; Sophie Moutia; Angel Lee-Aube; Lawson Goulter; Rene Kapsmalis; Jacqui Tiberti

**Apologies:** Thelma Varvarigos

**Previous Minutes:**      Approved: Brooke Skead      Seconded: Cassandra Gledhill

**Amendments:** Nil

**Business Arising:**

- Ragtagd Smart Tags – question to follow up from last meeting on the racks and ongoing running costs. Held over.
- P&C Federation elections
- P&C Volunteer of the Year 2017 media release
- Comedy for a cause - fundraising
- Padstow Hornets Promotion of Club
- Fundraising Empire - Mother's Day stall specialty
- Fund It Fundraising
- ACNC Reporting for 2017 - reminder and new hub – email to be forwarded to Anna (as she does our auditing)
- Revesby workers letter regarding the Grants and needing to apply for them

**Correspondence In:**

**Correspondence Out:**

- December minutes
- Letter thanking Daystar for last year's band sponsorship

**President's Report** Leanne Iverach

Happy New Year.

Thank you Jacqui for organising and contributing to some physical labour for the awesome seating and outdoor classroom area over the holidays, the space looks amazing and I am lead to believe that the kids love it. Thanks must also go to the Tiberti boys for helping out over the holidays also.

Thank you to Donna for opening the uniform shop extra hours last week so parents could get uniforms. Also Donna has put a lot of time into trying to adhere to Paypals new regulations, which is much appreciated.

I would like to invite you all to our next meeting as it is the AGM, bring a friend! Let's get more parents involved; team work makes the dream work.

Apologies to Maria as there was an urgent need to have a trained person involved in the recruitment process and the executive appointed Janine as she was available on the day needed.

Next month is our AGM, all of the members of the executive stand down and the positions are for re-election. Please consider if you want to get involved, we are always welcoming and looking for more people. You can also come to meetings of course without being an office bearer. For those that are new, you need to be a financial member to vote and you the by-laws require a person to be a financial member to be elected in as an office bearer.

Bring a friend! We are warm and friendly group; want to continue to do excellent things for the

school.

Questions/Feedback

- Discussion on PayPal needing further information and Leanne calling the ABN office to try and obtain the certificate. The president's details have not been updated in many years. Did they say who the president was? No they wouldn't and couldn't think back that far.
- List of ACNC, bank, ABN and P&C Federation details office bearers as a note need to be updated. Processes and procedures need to be updated to reflect this.

Treasurer's Report

Ray Mohandas

Approved by: Bettina Vogel

Seconded by: Melanie Northcott

Opening Balance, as at the 30<sup>th</sup> of November was \$18310.56 for the Main a/c and \$11977.87 for the Uniform a/c. A grand total of \$30288.43.

We had outstanding cheques from October and November to the value of \$1365.43 and wrote ten cheques from the main account to the value off \$8523.30.

We had no outstanding cheques from October and wrote four cheque from the uniform account to the value off \$3326.41.

We received \$0.00 in Interest.

We banked \$3519.65 in to the main account.

The banked \$4253.46 into the uniform Shop.

**The Closing Balance as at 31st December** was: Main A/c \$13306.91 and Uniform Shop A/c \$12904.46. A Grand Total of **\$26211.37**.

Opening Balance, as at the 1<sup>st</sup> of January was: Main A/c: \$13306.91 and the Uniform Shop A/c: \$12904.46. A grand total of \$26211.37.

We had two outstanding cheques from November/December to the Value of \$395.00 and wrote two cheques to the value off \$8480.00 from the Main account.

We had no outstanding cheques from December and wrote one cheque to the Value of \$484.00 from the uniform Shop account.

We received \$0.00 in Interest.

We banked \$0.00 in to the main account.

The banked \$1398.00 into the uniform Shop.

**The Closing Balance as at 31st January** was: Main A/c \$ 4826.91 and the Uniform Shop A/c \$13818.46. A Grand Total of **\$18645.37**.

**Opening Balance as at**

**30th Nov 2017**

	Main A/c	Uniform A/c	
	\$18,310.56	\$11,977.87	
<b>TOTAL.</b>			<b><u>\$30,288.43</u></b>
<b><u>Wdl's</u></b>			

see attached	\$8,523.30	chq#39	\$231.66	
		chq#40	\$2,192.50	
		chq#41	\$250.25	
		chq#42	\$652.00	
<b>Total</b>	<b>\$8,523.30</b>		<b>\$3,326.41</b>	<b>\$11,849.71</b>
<b>Dep's</b>				
Cake Day	\$9.00	Cash Dep	\$1,527.00	
Y6 Farewell Donation	\$100.00	Paypal	\$2,349.00	
Movie Night	\$2,280.65	Direct Dep	\$377.00	
unknown	\$0.20			
unknown	\$1,129.80			
<b>Total</b>	<b>\$3,519.65</b>		<b>\$4,253.00</b>	<b>\$7,772.65</b>
<b>Sub Total</b>	<b>\$13,306.91</b>		<b>\$12,904.46</b>	<b>\$26,211.37</b>
U/P Chq	\$395.00			
<b>Closing Balance as at</b>				
<b>31st Dec 2017</b>	<b>\$13,701.91</b>		<b>\$12,904.46</b>	<b>\$26,606.37</b>
Outstanding Invoices				
			<b>\$0.00</b>	<b>\$0.00</b>
				<b>\$26,606.37</b>

**Opening Balance as at**

**31st Dec 2017**

	Main A/c		Uniform A/c	
	\$13,306.91		\$ 12,904.46	
<b>TOTAL.</b>				<b>\$26,211.37</b>
<b>Wdl's</b>				
chq#3026	\$7,820.00	chq#43	\$ 484.00	
chq#3027	\$660.00			
<b>Total</b>	<b>\$8,480.00</b>		<b>\$ 484.00</b>	<b>\$8,964.00</b>
<b>Dep's</b>				
		Cash Dep		
		Paypal		
		Direct Dep	\$ 1,398.00	
<b>Total</b>	<b>\$0.00</b>		<b>\$ 1,398.00</b>	<b>\$1,398.00</b>
<b>Sub Total</b>	<b>\$4,826.91</b>		<b>\$ 13,818.46</b>	<b>\$18,645.37</b>
U/P Chq				
<b>Closing Balance as at</b>				
<b>31st Jan 2018</b>	<b>\$4,826.91</b>		<b>\$ 13,818.46</b>	<b>\$18,645.37</b>
Outstanding Invoices				
			<b>\$ -</b>	<b>\$0.00</b>

**Questions/Feedback**

- *Should we transfer some money over from the uniform shop? Want to sit and do forecast with Donna. Before month end will do this.*
- *Does this money include the PayPal holding money? As far as we know account is frozen and PayPal is holding only from January. New regulations kicked in.*

**Uniform Shop Report**

Donna Richards read by Leanne Iverach

Approved by: Rene Kapsmalis

Seconded by: Anna Milinkovic

The shop has had a busy start to the year, the shop was opened every day last week. This week hours have returned to normal times.

Annual stock take was done on the last day of term 2017. Thank you to Marieke Peters, Olivia Hoogendyk and Larissa Hooper for helping count stock levels.

Reports are being finalized then handed over to the treasurer.

Over the holidays I worked on restoring the PayPal account, due to Australian Law requirements Paypal needs to verify the business identity of all their customers. Hopefully the last piece of information that they require is the ABN certificate in which Leanne Iverach has been looking into and hopefully certificate should be posted in approximately 10 days.

Dora Rotsos, Marie Paterson and Marieke Peters have kindly offered to continue to help out again this year and I personally thank them for giving up their time to help volunteer in the shop.

**Questions/Feedback**

- *Asked Donna to bring to in the paperwork.*
- *How much money is PayPal holding?*
- *Have the jackets been paid for?*

**Fundraising Report Bettina Vogel**

Approved by: Cassandra

Seconded by: Janine

First, all the things from last year.

**Movie night**

I think it was a success despite the bad weather forecast and it was the right decision not to postpone it. The extra effort if we cancelled it of reimbursing people and finding a new date and all would have been a nightmare. I'm happy about the result, the aim was to pay of the screen and the hire of the machines and we did (plus \$95.20 extra) That means, the \$3000 from Revesby Workers allocated for that are still untouched.

I wrote down a lesson learned and be more than happy to add any feedback given.

**K-2 Concert**

After an initial hiccup with the timing of the rehearsal, we had more than enough coverage of the event itself. I can't thank Nathan Richman enough for doing the filming and editing as well as George for helping as well.

It was a good decision to do the duplication and printing 'in house' as Nathan (as a perfectionist) keep tweaking the file and there would have been no way the DVD would be done in time. All DVDs were hand delivered on Wednesday and Thursday in the lets week of school.

And I think the end product look quite professionally and overall it was an success. We sold a total of 75 CDs and had a profit of \$872.

We also provided the involved teachers (11) a DVD for free, after approval for them P&C. Perhaps something to approve in general, as they seem to be really touched by it.

**Outlook for 2018**

Google Drive and the fundraising Mail account are already organized and ready to go for 2018.

Next Event is Welcome Disco (Thursday 15<sup>th</sup>) and I need someone to be the organized on the day, as I can't stay longer than 7 on that day.

The Obstacle Course event will come up in general business.

We also need to finish the 'Let's get involved note' and get it out. Mel mentioned to add a online form for that, so people can fill it out. Perhaps a click and send is easier done than to fill it out by hand and we get more volunteers this year.

Questions/Feedback

- *Discussion on the year 1s and the video, concern voiced by some that they weren't easy to see.*
- *Thanks Bettina and George the for organising the video recording and doing the sleeves.*
- *Christmas carols for this year - are we right to do them this year? 14th December*
- *Jacqui – Obstacool inflatable obstacle course 15 March school day – fundraiser – decide sponsorship or entry fee? \$25pp and lucky ticket prize for each session.*
- *If sponsorship minimum amount? We could potentially get a sponsor for the day...*
- *Participation anyway, if entry pay no play? Make assessable for everyone – minimum \$10, \$15 and sponsorship or \$20? Discussion on to and fro or the idea - \$15 as minimum sponsorship hold over to the fundraising committee.*

#### **Band Report & Year 6 Farewell**

Brooke Skead

Approved by: Ray Mohandas

Seconded by: Jacqui Tiberti

#### **Band report**

Both bands finished strong in 2017 playing at our presentation days.

Band organisation for 2018 is being sorted and students will be notified when band rehearsal and tutorials will begin. I have sent a thank you letter to Paul Davis from Daystar thanking him for his ongoing support of the bands and asking if he will support again this year.

This is my last meeting as for the band committee as I'll be stepping down at next month's AGM. Hopefully another band parent or group of parents will step up to the role. I'm happy to assist where needed over the next month.

#### **Year 6 Farewell 2017**

Well what a fantastic night we had! The committee put in a tremendous amount of time and effort to put together a night to remember for the class of 2017. I've put together a file of all our planning and financial expenses for the evening and also uploaded the files to the P&C fundraising Google drive. I've also got some photos if anyone is interested in having a look.

We had 120 students and teachers attend and the whole night ran extremely well. A few items which were purchased have been given back to the P&C to use for other events including future farewells. These include a 7 tier cake stand & table numbers. We would like to thank the 2017 stage 3 teachers who put in a lot of work for the night. Feedback from the students and parents was all extremely positive.

On behalf of the students and families for the class of 2017, I'd like to thank the P&C for their financial support of the night. The families have given a lot to the school & community over their 7 years at Padstow Heights so it's nice to be able to give them this acknowledgement in the way of the farewell.

Questions/Feedback

- nil

Massive Thank you to P&C and Jacqui for making the landscaping dreams come true.

Coloured tables are a quiet area and there are more coming.

**Assistant  
Principal's Report**

Thank you to P&C for help in orientation days and uniforms and settling the Kindy's.

A Discovery room is being set up in the Kindy area, similar to preschool areas with tables of discovery, toy kitchen areas, art areas - paper crumpling, cutting etc. to develop fine motor skills. Working with the Kindy teachers to develop what it will look like.

**Principal's Report**

Lindy Bryant

Welcome to 2018.

**Staffing-**

- Bronwyn K is recovering. Her treatment has finished. Still a long road to recovery. Rebecca B is undergoing treatment which won't finish until June. They are both doing as well as can be expected.
- Miss Cassidy had a baby boy, James, on Boxing Day. Both well.
- Miss Pleskun has been appointed as a permanent employee to our school.
- Jo Fair has begun the panel process to select another classroom teacher. Mr King has been engaged to cover the class for term 1. (6/5K)
- Ms Thomas is filling several roles including the Learning and Support role previously held by Ms Jaques.
- Yet another school counsellor has been appointed to replace Mirela Fricot while she is relieving in a higher position. Her name is Maya Luna. We hope she will be with us for all of 2018 at a minimum. Mondays and ½ day Friday.
- Mr Godkin is relieving as AP for Mrs Kolodziej for 2018.
- We have 6 male teachers this year!

**Ground Improvements**

- Many thanks to Jackie Tiberti for coordinating and organising the outdoor learning space and lunch area behind the K/1 building and a big thank you to the P & C for paying for it! It is already a big hit with staff and students.
- Jackie has also ordered new soccer posts that should be sturdier.
- Other holiday work- wall and sink removed in 6/5 bag room between last 2 classrooms in the brick building. It has been painted and furniture has been ordered to make it a break out work space.
- Sleeves for removable volleyball poles have been cemented in. Quotes sought to resurface the playing space with turf or artificial grass.
- Concertina doors between Mrs Dwyer's room and the spare room have been reopened & painted. Chris also opened the doors in between year 1 and 2/1 classrooms.
- Treework- tree beside the path outside Year 1 rooms (D Block) was removed- lifting the path- dangerous. Also the straggly trees between the demountable and Block C (Yr 4's)
- Demountables have been painted inside (department paid) and out (we paid). The old canteen was also painted (catch –up jobs from 5 year maintenance program). We should get to nominate the jobs for this year. (My wish list- Painting of admin block verandah ceiling and eaves; replace floorboards of Admin block, and blocks D & E- as many boards as the money allows.)

**Teaching & Learning**

- We are working on the School Plan for 2018-2020. Two of the main projects are :

Refining and improving group work (teacher training)

Introduction of common language of learning – Learning Powers – Resilience, bravery, reflection, collaboration and curiosity. Growth mindset is also part of the learning cycle.

- Teacher collaboration is again a major focus and we are off to a strong start. Teachers are programming and planning together and grades and stages are regularly timetabled to work together.
- More modular furniture items have been ordered. The STEM focus this year is on robotics- devices have been ordered.

#### Finances:

An updated report will be ready for the next meeting to let you know more details about government funding, areas we expect to need funds spent etc.

#### Questions/Feedback

- *Suggestion we could do a working bee to help clean up gardens.*
- *If need a hand with graphics Mel put hand up.*
- *Naplan trial schools going ahead with computers, are we one? No we are not doing it.*
- *How are our numbers? 372 approx. 1 class down this year. Padstow Park up a class, all other locals reporting smaller numbers.*
- *Behaviour reward system will be part of the presentation at meet the teacher nights. Lisa T is coming to talk about late notes etc. New curriculum what happens in the classrooms. Stage 1 tomorrow, 3-6 next Tuesday.*
- *Welcome disco next Thursday do we need to notify Karate? Lindy has notified Karate.*
- *Camp, is it the 4 teachers from stage 3 attending? Yes. Where? Kincumber bush camp.*
- *Parent interviews will be the weeks between Easter and school holidays – term 1.*
- *Swimming carnival can the teachers explain to the kids the things they need to do? Feedback was that the kids loved it. Had option for Birrong pool but decided Revesby is better for the travel for parents.*
- *Year 2's stationery list came late, why couldn't it be earlier? This was because of collaboration and driven by the change of teachers.*
- *Year 1 some lists will go tomorrow and some already done.*

#### General Business:

1. Obstacool Fundraiser – see fundraising
2. Year 6 Farewell Brooke – they had a fantastic night and the committee did fantastically. 120 students and teachers, ( see Yr 6 Farewell report)
3. Schoolzine newsletter photos – Mel – it is a graphic design template that is in use – banner and they are kids that are no longer here.
4. Organisation of documentation – set up a drive to access in from all areas. Mel and Suzy to set up.

Thank you for the kind welcome of the teabag, poem and tissues. Kindy parent saying it was a lovely touch and very welcoming.

#### Date of next meeting

7pm Wednesday 7<sup>th</sup> March AGM then general meeting straight after

#### Meeting closed

8.33 pm

#### Financial Members as at Wednesday 1st March, 2017

(copy from previous and add any)

#### Financial Members waiting for approval:

Angel Lee Aube; Anna Milinkovic; Bettina Vogel; Brooke Skead; Carisa Mitchell; Cassandra Gledhill; Catherine Farthouat; Donna Richards; Estelle Ali; Jacqui Tiberti; Janine Simons; Kylee Sullivan; Leanne Iverach; Melanie Northcott; Natalie Barcz; Ray Mohandas; Rene Kapsimalis; Simon Gorham; Suzy Colbran; Thelma Varvarigos