



Hunters Hill Public School P&C Meeting Minutes

Wednesday 2/12/2015

The meeting opened at 7:35pm and was chaired by Dougal Hunter.

Attendees: 16 – Sakuna Pho, Samara Richardson, Veronica Papacosta, Raewyn Sargeant, Dougal Hunter, Kerry Johnston, Rachelle Love, Tracy Ashton, Melissa Babbage, Lindsay Holliday, Sam Garling, Mandy Fahey, Dane Latham, Nicole Stanmore, Kristi Jones, Caitlin Flett

Apologies: 4 –Nicole Kleijn-Aalders, Caroline Gallagher, Tee Davies, Elena Bagley

1) Confirmation of minutes from previous meeting

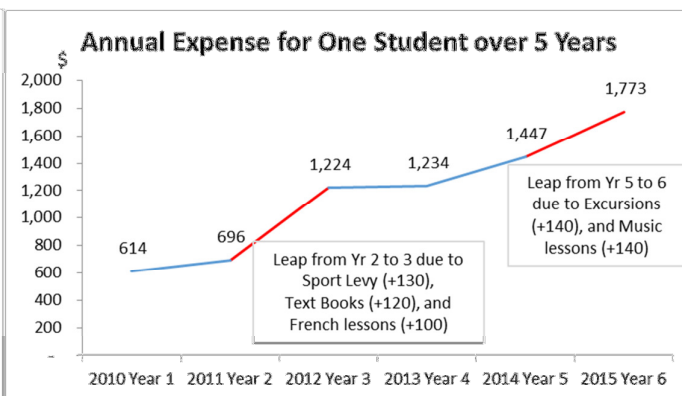
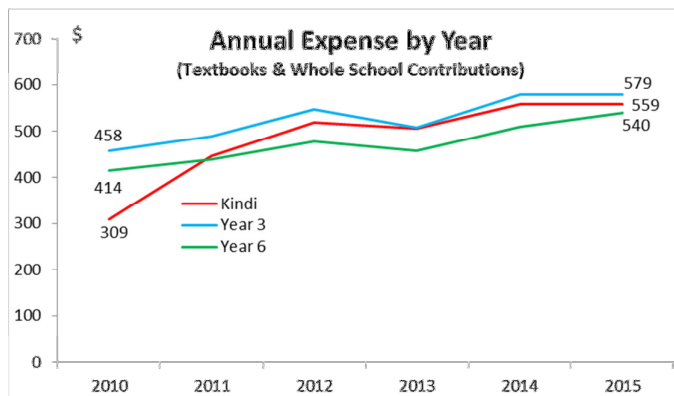
Adopted: Dougal Hunter

Seconded: Lindsay Holliday, Nicole Stanmore

2) Business arising from the minutes

a) School fee review and summary

- Data from previous meetings was reviewed and summarised.
- The committee considered the increase in fees for one student from 2010 to 2015, and then discussed the increase by year group over the same period. The rises can be attributed to the addition of extracurricular offerings such as Music, Sport and French, and the increased cost of specialist teachers, excursions, etc.
- Overall, the feedback from the school community is that fees can't continue to increase at the rate they have over the last five years.
- Sakuna reiterated that families who cannot meet these costs will be supported by the school. The number of families needing assistance hasn't increased.



b) Online fee payment

- A request was put forward in "Other Business" at the October meeting for an online fee payment system.
- Sakuna explained that the DE is currently pursuing a state-wide initiative in this area, so the school must await their instruction.

3) Correspondence

- In: Hunters Hill Council community network established to provide a forum for networking and promoting community events.
- In: the School, P&C Association and Hunters Hill Council received a letter reporting a dog bite incident outside the school.
- In: a Statement of Claim was received in relation to an injury incurred at the fete.

4) Principal's report – Sakuna Pho

a) Events

- Gratitude was extended to all parents for a happy and successful 2015.
- The lunch on World Teachers' Day was positively received so thanks were put forward to the School Council and the P&C.
- Stewart House gift tree has been well supported by the school community.
- The band has been very active over recent weeks with successful performance nights.
- 26 schools around Sydney participated in a venture to take students to Green Acre to promote cultural learning and integration.

b) Staff / Curriculum

- In 2016, the school office will open at 9am instead of 8:30am on a Thursday morning, so that office staff can attend a staff meeting.
- The school will use a new company for their photographs in 2016.

c) Grounds / Maintenance

- A termite infested tree in the school grounds will need to be removed within 21 days.
- An environmental grant of \$3.5k has been received.
- The playground working group will reconvene in 2016.

5) President's Report – Dougal Hunter

- The choir performed at the Opera House on 29 October and it was a terrific night. Credit was given to Hunter Owens.
- Gratitude was extended to Kerry Johnston, Mandy Fahey and Melissa Babbage for their enormous contributions to the school over many years. They have each given their time, energy and expertise to improve many aspects of school life and will be greatly missed. Best wishes were extended to them as they leave the school.
- Bonnie Gregory was also thanked for her work on the canteen and Louisa Wojciechowska for her contribution to the school fete. Both volunteers are leaving, and their work has been appreciated.
- A focus for 2016 will be uploading P&C content to the new website.
- Minutes and agendas will be circulated on the school app in 2016 to increase visibility of the P&C and its functions.
- Succession planning for sub-committees in 2016 is being considered. Some sub-committee members may move to new areas.

6) Treasurer's Report – Veronica Papacosta

- The main account has \$70k. There is a considerable amount in the BASC account, but wages are yet to be paid.
- \$27k has been earmarked for the painting of Eulbertie and the office block.
- A student injury policy is being added to the P&C insurance policy due to a statement of claim received after the fete. The DE doesn't cover injuries unless they are a result of negligence. The school fete was a P&C event, not a DE event.

- An interest earning offset account in Commbiz will be set up for funds raised at the 2015 fete.
- End of year financial reports will be collated shortly and prepared for audit (early 2016).

7) General Business

a) Vacant Positions on P&C Executive

- It was moved that the ratification of nominations for the position of Vice-President should be deferred to 2016.

Moved: Dougal Hunter

Seconded: Caitlin Flett, followed by unanimous agreement

b) Funds released

- A motion was put forward to release funds for school works invoiced at \$27,210.

Moved: Veronica Papacosta

Seconded: Dougal Hunter, followed by unanimous agreement

c) New Media Policy: utilisation of social media and media streaming sites

- Conversation on this topic was carried over from previous meetings. Sakuna explained that the 2015 enrolment form has a social media clause in it, but all other forms that were signed prior to this date didn't include it. In 2016, all students should be given the new form.
- Sakuna stipulated that he is responsible for establishing guidelines and permissions, not individual teachers. He is confident that his teachers have been educated on social media policy.
- An example was given of a film being made recently in a classroom without any permission being sought from the parents. The educational outcomes need to be clear before filming occurs. Parents would like to ask: what are you teaching them and why?
- It was highlighted that footage cannot be uploaded to YouTube without permission from parents.
- Any film with the school's name on it must be signed off by Sakuna before going public, to ensure there is quality control. Creative exploration in this area can be seen as an opportunity and a risk.
- The School is looking to host an information session presented by ACMA on social media and how it's used within the school. This will hopefully bridge any knowledge gaps and provide an opportunity to outline its educational value.

d) Boys' Uniform Review

- A school-wide survey will be rolled out in 2016.

e) Wentworth Artwork

- A motion was put forward to purchase remaining Wentworth artworks from the school fete and distribute to each classroom. Total cost \$500.

Moved: Dougal Hunter

Seconded: Raewyn Sargeant, followed by unanimous agreement

f) BASC National Quality Standards

- BASC met or exceeded all national quality standards in a recent review.
- Natasha is working to increase numbers, due to high demand.

- In 2012, a national law was enacted which may expose the P&C for corporate liability if there is a breach of legislation, and members of the BASC and P&C for personal liability in the same instance.
- A request was put forward for the P&C to seek legal advice on this issue. The P&C is seeking further information from legal resources within the school community.

g) Dog Patrol

- The council may issue \$1100 fines for any dogs left at the front of the school unattended. No dogs are allowed on school grounds or outside the school (unless they are attached to a person who is at least 16 years old).

h) Rule Rewording

- A motion was put forward to change the current rule wording to the following:
5.2 A General Meeting of the Association shall be held on the second Wednesday of the month, or another date as agreed by the executive, during term time at 7.30pm.

Moved: Dougal Hunter

Seconded: Caitlin Flett, followed by unanimous agreement

8) School Council report – Kerry Johnston

- Report attached.

9) Sub-committee reports

Before and After School Care – Nicole Stanmore: report attached.

Performing Arts – Rachelle Love: report attached.

Creative Workshops – Tee Davies (absent): viability report received.

Canteen – Sam Garling: nothing to report.

Uniform Shop – Raewyn Sargeant: report attached.

Amity – Dougal Hunter: report attached.

10) Other Business

- a) It was requested that the microphone in the school hall be fixed and all classrooms be set up with air conditioning.
- b) It would be useful on the new website to see a breakdown of responsibilities by year group for school events e.g. Years 5/6 World Teachers' Day
- c) A stand-up comedy night was suggested for the major 2016 fundraiser (Putney Public School had great success with this).
- d) Lindsay Holliday volunteered to organise a fundraiser screening of the Dressmaker at Leichhardt.
- e) A discussion took place on DE planning for population growth and overcrowded schools. More and more families are living in apartments.
- f) A survey on composite classes will be deferred to 2016.
- g) Hunters Hill Preschool has vacancies for the first time in many years.

The meeting closed at 9.15pm. The next meeting will be held on Wed 10 February at 7pm.

Principal's Report

Principal: Sakuna Pho

E-mail: sakuna.pho@det.nsw.edu.au

Phone: 9816 4404

Term Highlights

Term Four (Tues 6 Oct to Wed 16 Dec)

- Thank you parents and P&C for an outstanding year!
- Dads' Drinks (HHH) – Friday 16 Oct
 - Booked with HHH (Fete Sponsor)
 - Young in Art
- World Teachers' Day Lunch – Thursday 29 Oct
- Proposed Function: HHPS end of year function @ Woolwich Pier Hotel (Platinum Sponsor of the Fete)
- Road safety day – 'Stepping out Program' wonderful day organised by Mrs. Crow and Mrs. Stepich, new signs to be installed over the holidays as part of the project
- Parent's morning tea with parents – we will look at possibly organising a breakfast next year
- Band wrapped up their rehearsal outside the K-2 sand stone building
- Stewart House Christmas giving tree – has been an outstanding success.
- Mini-fete, students in Year 6 raised \$4500 thousand dollars for their year 6 gift to the school, this will be used to upgrade the AV facilities in the hall
- City Country Alliance is to connect a cross-section of cultural, religious, geographical and socio-economic school communities in NSW, with a goal to facilitate educational interactions that help build a society that is cohesive and mutually respectful of all cultures. On Monday 16 November I attended Wiley Park Girls High School the alliance of 26 schools met Jihad Dib MP and Tony Burke MP. They both support the initiative and both MP describe Australia as a 'Salad bowl', not a blender.
- Performance and Band night was an outstanding showcase of the opportunities provided at HHPS. Performance night is something that we will now every two years, so that does not overlap concert year.
- Kinder 2016 – we are looking at 2 classes
- Population growth meeting – project numbers to remain the same into 2026, various strategies are being used to accommodate the growing population within the area.
- WHS – tree removal in the holidays, planned work by assets – resurface area outside the hall and repainting Eulberty

Initiatives

- In 2016, we will look at a new photography company. Advance life has more to offer.
- Staff meetings will now involve all School Administrative Staff on Thursday – the office will be open from 9 am on Thursday.
- HHPS was successful in obtaining an environmental grant – submissions were made by Mrs. Fenney and Miss Gillmer. Minister for Environment announced that your school has been awarded an Eco School grant of \$3,500
- Playground Committee will re-convene in 2016 – feedback has been obtained from the teachers as to what is appropriate play equipment.

- Lane Cove River Alliance – strengthen connection with local school, looking at best teaching practices, running workshops and collaborating to improve student outcomes. We will focus on Teacher Professional Learning.

Action Required

- The Tell them from me – survey is now the standard to use for assessing the quality of school life for parents, teachers and community.
- Other surveys – Uniforms, Stage Class and Programs e.g. French, Music, PE, Enrichment, STLA. Delay on this Survey Monkey needs to be renewed. This will be held off till early 2016.
- Proposed Function: HHPS end of year function @ Woolwich Pier Hotel (Platinum Sponsor of the Fete)

Notice in the newsletter this year and next year - Section 13 of the Companion Animals Act (NSW) 1998:

13 Responsibilities while dog in public place

(1) A dog that is in a [public place](#) must be under the effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person.

(2) If this section is contravened:

(a) [the owner](#) of the dog, or

(b) if [the owner](#) is not present at the time of the offence and another person who is of or above the age of 16 years is in charge of the dog at that time-that other person,

is guilty of an offence.

Maximum penalty:

(a) 10 penalty units except in the case of a [dangerous](#), [menacing](#) or [restricted dog](#), or

(b) 100 penalty units in the case of a [dangerous](#), [menacing](#) or [restricted dog](#).

and section 14:

14 Dogs prohibited in some public places

(1) Dogs are prohibited in the following places (whether or not they are leashed or otherwise controlled):

(e) (meaning any [property](#) occupied or used for a purpose connected with the conduct of a government school or non- government school under the [Education Act 1990](#) , other than any [property](#) used for a residence or the curtilage of a residence).

President's Report

President: Dougal Hunter
E-Mail:
dougal.hunter@optusnet.com.au
Phone: 0419 288 638

Term Highlight

The choir eisteddfod at the Opera House on Thursday 29 October was a fantastic night. Thanks to Mr Owens and all the HHPS staff involved.

Outgoing Parents

The HHPS P&C thanks all parents and carers who have contributed to the school community in 2015.

I would like to pay a special acknowledgement to parents who have been particularly active and supportive members of the school community that are leaving HHPS at the end of this year.

Kerry Johnston, Mandy Fahey, Melissa Babbage, Bonnie Gregory and Louisa W have been enormous contributors to the school over many years. They have each given their time, energy and expertise to improve many aspects of school life and will be greatly missed. Thank you.

Action Required

Website Update

- New website and new content required

Improved visibility of P&C activities

- Minutes and Agenda to be distributed via the School App.

Canteen

- Planning for 2016 underway.

Succession Planning – P&C and sub-committees

- Sub-committees structure next AGM.

Treasurer's Report

Treasurer: Veronica
Papacosta
E-Mail:
vpapacosta@bigpond.com
Phone: 0409 220 788

Overview

The Treasurer manages the financial activities, accounts and records for the HHPS P&C Association and related sub-committees.

Accounts Summary

As at 2/12/15

		Available Balance (if known)
• P&C Main Account	\$70,936.70	\$16,000
• P&C Subcommittee (Creative Workshops)	\$21,074.29	
• P&C Subcommittee (After School Care)	\$98,185.40	
• P&C Subcommittee (Canteen)	\$13,325.72	
• P&C Subcommittee (Uniform Shop)	\$36,151.49	
• P&C Subcommittee (Band)	\$12,281.61	
Total Account Balance	\$251,955.21	

Notes:

- ❖ Available balance indicates cash excess after trading expenses and expected capital expenditure is taken into account;
- ❖ Main account – approx. \$26k fete proceeds, \$27k painting invoices
- ❖ BASC account – Bulk of balance held for capital expenditure plans

Payments Required

Term Four (Tues 6 Oct to Wed 16 Dec)

- Painting Services - \$27,210
- Fete Rhonda - \$TBC
- Student Injury Policy \$1600

Action Required

Term Four (Tues 6 Oct to Wed 16 Dec)

- Add Student Injury Policy to current P&C Insurance policy;
- Set up an interest earning offset account in CommBiz to set aside the funds raised as a result of the Fete 2015 (approx. \$26,000)
- Gather end of year financials from P&C Executive and sub-committees;
- Compile End of year financial reports and prepare documents for audit;
- Contact auditor and arrange for annual audit for early 2016.

FINAL SCHOOL COUNCIL REPORT

NOVEMBER 2015

This report marks the last report not only for the year but also for the School Council at Hunters Hill PS.

Established in 1997 the School Council has operated well as a separate body to the P&C, running to a separate constitution.

Over the years the council has looked at the school within a whole community context and delivered on various programs including the review and update of school policies, student welfare programs and, the safety of the school and its surrounds. It has been an excellent way for the school community to communicate any issues or ideas within a context that is more private and productive (always transparent with reports back to P&C and access to reports on the website).

Since beginning at the school in 2009 as a parent, the School Council has had as president, Wendy Dennis (six years) and Anne Rider (2 years) and then myself Kerry Johnston (for 3 years). Over that time the council worked tirelessly with the Principals and local Hunters Hill Council to improve the safety at the back of the school along Stanley Road and more recently has used an amazing budget from the NRMA of \$12500 to write and set up a safety pedestrian program which we named “Stepping Out” for teachers, students and parents. This very successful program, which has now been shared with neighbouring schools within our community, is a credit to our school. Thank you to the teachers (Erin Crow and Jo Stepcich) that have worked tirelessly and beyond their teaching hours to deliver a program that has helped created a community awareness of its surroundings for our precious children. The next step is for NRMA to embrace our program to use across the state in all interested schools.

On behalf of the School Council I would like to extend a thank you to all past and present Principals, teachers, community representatives, and parents who have been involved in the HHPS School Council. I would like to thank you for your enthusiasm and efforts in attending meetings and being a voice for our parents and students.

From next year the School Council will become part of the P&C and I encourage all parents to still be vocal with their ideas that will be taken on board for consideration by the Principal and Executives. This can help to improve various programs, many of which already run successfully in the school.

It has been a privilege to be part of the School Council since 2011, firstly as parent representative from Stage 1 and then as President. The school has and continues to offer a myriad of special programs, from French to Music to sport to our after school Arts and Crafts program, which continues to draw interest from perspective parents from outside the community. HHPS has a very cohesive and caring sense of community and I am sure this will continue at the P&C level.

Kerry Johnston

BASC

Convenor: Elena Bagley
Treasurer: Syvi Boon
Officer: Nicole Stanmore
Book keeper: Judy Fisher

Overview

The HHPS P&C BASC sub-committee manages and assists the coordinator effect the delivery of the HHPS Before and After School Care service.

Update

We received our Assessment and Rating report, the service was marked the “Meeting” rating in most areas and “Exceeding” in some. We are planning to use this report as a live document, incorporating changes into the QIP (Quality Improvement Plan). Aiming to receive Exceeding in all areas next assessment. Over all we were pleased with the result and satisfied that we are meeting all areas of the National Regulations.

During our assessment it was identified that if Lauren or Myself are absent BASC cannot open, this is due to no other staff member being certified. We are looking at making Jana and Anna certified supervisors next year, both girls are studying Education at university and meet the child protection requirements.

Next year we would like to work towards becoming a more sustainable service (this is a key area in the Regulations). We will be creating a herb garden and compost bin. Also contributing to the school garden and continuing to collect recycled materials from families rather than buying all craft materials. We would also like to purchase equipment to set up a home corner area for the younger children to role play and socially interact through play. The older children have requested more sports equipment as well.

The discussion regarding us sharing food with the canteen has been put on hold for the time being. We are looking to share ordering next year with the canteen so we can order bulk items which will be cost and time affective. In saying this we will need to discuss sharing more fridge and freezer space as we are very limited.

Action Required

- **Continue to work towards Exceeding rating – modifying Quality Improvement Plan and Centre Policies.**
- **Finilise Certified Certificates for Anna and Jana**
- **New resources and equipment for children**
- **Sharing food order with canteen – more fridge and freezer space.**

Service summary

BSC Capacity

70

ASC Capacity

70

BASC Register

HHPS BASC service is utilised by

- 128 families
- 180 students

Staff

Coordinator – Natasha
Marjanovic

2IC – Lauren Djukich

Casual Carers: Taylor Gilbert,
Anna Gosteva, Talia Paul, Jana
Tringas, Mady Wheeler, Amelia
Cooper, Shane Conly.

Performing Arts

Overview

The HHPS P&C Performing Arts sub-committee manages and assists Teaching Services Australia (TSA) in the delivery of the HHPS Band and HHPS Strings programmes.

Dec 3, 2015 Update

Committee

- Band Review Meeting Mon 26 Oct with TSA, Conductors, Sakuna and Band Committee Reps .
 - Survey Review -Majority of Respondents overwhelmingly happy with the band program.
 - Increase promotion to K-2 parents; More concise communication requested in newsletters/blogs with a positive focus requested; request for more positive reinforcement in rehearsals.
 - 2016 Rehearsals Monday, Tues and Thurs in 2016
- TSA to take on Strings - recruiting new conductor of strings group
- To keep up with the costs of servicing, maintenance and insurance, instrument hire fees will increase slightly (\$10 per annum) in 2016 to \$210 for Training Band, and \$270 for Concert Band. All instrument hire fees remain heavily subsidised by the P&C Performing Arts Committee.

Finances

- Account 1 Current Bank Balance = \$12281
- Account 2 Self Insurance Fund = \$2864
- Estimate of current expenses awaiting payment \$12226
- Training Band Subsidy - to increase affordability and encourage participation.
 - 2015 Training Band Camp = \$2900
 - Hire fees are subsidised (but does not benefit those with their own instrument)
 - propose same for 2016

Performances

- End of Year 'Gala' Evening Wed 11 Nov
- Demo Concert for Year 2's Nov 23rd
- Rehearsals in the playground - successful when parent helper available for set up.
- Rehearsals finish this week, tutorials finish next week.

Fundraising

- Band Gala night snack bar/candy bar profit ~ \$1000

Instrument Return

- Plan to collect Instruments following last tutorials in week of 7-11 Dec and send off for servicing.
- Parents can arrange to collect own from The Music Place during Jan if they wish, otherwise, instruments will come back to school in term 1, 2016.

Upcoming Events

- Blow Test for year 2's Friday 4th Dec
- Presentation Day - Concert Band Wed Dec 9th
- ?Demo Concert Strings
- Tutor and Conductor Planning Meeting and Morning Tea Mon 14 Dec, 9:30am.

Action Required

Convenor: Rachelle Love
Treasurer: Jo-Hanna Adam
Instrument Coordinators: Kristi Jones, Lindsay Holliday
Tutor Coordinator: Pat Russell
Strings Coordinator: Trish Henderson

Service summary

Register

HHPS Performing Arts Program is utilised by

- XXX families
- 37 Training Band
- 42 Concert Band
- 21 Showcase Band
- 17 Strings

Sponsor

HHPS Performing Arts 2015 is kindly sponsored by BresicWhitney.

Teaching Services Australia

Implements the HHPS Performing Arts program.

www.teachingservices.com.au

Strings

- Junior Strings Ensemble
- Intermediate Strings Ensemble
- Senior Strings Ensemble

Bands

- Training
- Concert
- Showcase

Uniform Shop

Convenor: Raewyn Sargeant
Treasurer: Mandy Fahey

Overview

The HHPS P&C Uniform Shop sub-committee manages and assists the Uniform Shop coordinator in the service delivery.

Update

The Uniform Shop is now on flexischools.

The kindergarten Orientation day was very successful for the uniform shop and I would like to thank Rhonda's daughter and Cindy Blayney for their assistance.

Rhonda's salary will be increased from 8 hours per fortnight to 10 hours per fortnight from term 1 2016 due to the additional workload as a result of introducing flexischools.

Financial Information.

Cash Balance as of 31 November 2015 - **\$36,226.69**

Net Profit for the Period 31 November 2015 -
\$17,016

The Uniform Shop is on track to donate **\$15,000** payable in March/April 2016.

Action Required

No action required

Service summary

Uniform Shop Register

HHPS Uniform Shop is utilised by

- XXX families each year

Shop Operating Hours

Monday 2.45pm – 3.15pm
Eulbertie ground floor (opp.
BASC)

Staff

Coordinator – Rhonda Fazzolari

Amity

Convenor: Dougal Hunter
E-Mail:
dougal.hunter@optusnet.com.au
Phone: 0419 288 638

Overview

The HHPS P&C Amity sub-committee manages and assists co-ordination of social activities that enhance the HHPS community.

Thanks

- World Teachers' Day Lunch – Thursday 29 Oct
 - Thanks to Kerry Johnston, Raewyn Holmes, Kate O'Sullivan, Karen Wroughton & Cindy Blaney
 - Catering supplied by Jacki Stevens
 - This event will be formally added to the list of Amity Events and has been allocated for Class Parents in Years 5 & 6 to organise.

Social Events

Term Four (Tues 6 Oct to Wed 16 Dec)

- Dads' Drinks (HHH) – Friday 16 Oct
 - 50 Dads attended and had a great night
- North Sydney by-election BBQ – Saturday 5 Dec
- HHPS P&C Christmas Party @ Woolwich Pier Hotel (Platinum Sponsor of the Fete) – Friday 18 Dec

Action Required

Events held in 2015

3

Milestones

School Register

Compile and update school register.

- 14 classes
- 373 students
- 249 families

Website Information

Work with sub-committees to update web information for P&C functions.

House History

Who they were and what they did?