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| **P&C Meeting** | **Oakhill Drive Public School** |
| Date:  Monday 14th August 2023 | Next meeting: 11th September 2023 |
| Type of meeting | P&C Monthly Meeting – school lib lab |
| Facilitator | John Richards – President |
| Minute taker | Dina Hayes – Secretary |
| Attendees | John Richards (JR), Dina Hayes (DH), Betty Ploeg (BP), Susie Croker (SC), Anna Myasnikova (AM), Dawn Tan, Tuyet Fellows (TF), Joanna Wang, Jo Pai, Debbie Ma, Katie McAndrew (KM), Katrina Hall (KH), Nic Rogencamp (NC), Faran Daneshgari, Anna Tennant, Greg Kingsley, Ana Do Vale, Elisa Tan, Yasmin Orr, Kathryn Silvester |
| Apologies | Janice Love, Natalie O’Brien |
| Acceptance of previous minutes/financials | Accepted:  | TF | Seconded: | DT |
| Report on Health and Safety Issues |  | Nil to report |

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| **Outstanding Actions Review** | **Time: 5 min** | **Speaker: TF/SC** |
| Action Items / Progress | Responsible | Original | Expected/Outcome |
| Volunteering video | Principal | March 2023 | Work in progress |
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| **Presidents Report** | **Time: 10 mins** | **Speaker: JR/KM** |

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| Acknowledgement of country.Presentation from OSHC Coordinator (KM):* School/Community Partnership – thank you to Mexis café for collecting bottle caps that were used to create a recycled bottle cap artwork which is now hanging in OSHC.
* Winter Vacation Care program highlights – another successful range of activities held across the holiday period.
* Spring Vacation Care – bookings to open before the end of August.
* WHS in progress – synthetic grass has been placed on the concrete steps at the family area to address the trip hazard from the old worn-out carpet.
* Y Family App – the new app will be used for all things relating to the Y including bookings and payments. It is a new system being rolled out to families as well as staff. Your patience whilst the system is rolled out is appreciated.
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| **Principal’s Report** | **Time: 45 mins** | **Speaker: BP/SC/NR** |
| BP:* Acknowledgement of Country
* Introduced and Welcomed Nic Rogencamp (Deputy Principal).
* Student/ Staff illness - contagious disease: COVID/ FLU/RSV. Preventative measures are still necessary. Hand hygiene, ventilation, stay at home if unwell.
* Department of Education Alternative Supervision Survey - Student Illness/ Staff illness: DoE is investigating the impact of staff shortages on DoE schools. Required to submit daily survey results of student supervision. E.g., number of split classes, suspension of programs to supervise classes etc
* Expenditure P&C contributions -
	+ Home readers: order being prepared.
	+ Learning and Support: increased to 7 groups. Tuition provided 4 times per week. Year 1 group to begin this term.
	+ Handball extension: DoE has agreed to make good the uneven surface and replace with grass. BP met with the Senior Group Leader who agreed that this can be done better, and that grass is not a suitable alternative. He has proposed:
		- The DoE picks up the cost for rectification with concrete or
		- The DoE rectifies the uneven surface and approves the school to immediately action the application of concrete to rectify using school/P&C funds. Two quotes which are now 6 months old will require updating. Updated quotes have been sought.
* Anticipated Student Numbers 2024 - 90 Kindergarten students entering, 104 Year 6 students exiting, 8-10 to OC. Anticipating starting the school year with 773 students in 2024 = 29 classes.
* Temporary to Permanent Teacher conversion - several teachers who have worked at ODPS on a temp engagement for the last three years have been offered the opportunity to convert to permanent employment with the DoE. This makes them above our staffing allocation because our temp teachers relieve teachers on maternity leave rather than an unfilled vacancy. This means that if all teachers currently on leave returned, we would be over staffed. The DoE has made a commitment to pay those teachers here, while they are found an alternate location to work in. All permanent staff have been audited for their intentions to work in 2024 and based on that information, I believe we be able to keep those temps here in 2024.
* School Success stories -
	+ Choir: Successfully auditioned to perform at:
		- Hills Performing Arts Festival (two soloists chosen to perform)
		- School Spectacular: 3000 students from schools across NSW perform at extravaganza.
	+ Dance/Band Eisteddfods: Placing at 2nd, 3rd positions
	+ Inter School Sport:
		- Grand Finals Friday 18 August 2023
		- Senior AFL, Junior A Netball, Senior C Netball

I offer congratulations to the students involved and their teachers, coaches, tutors. NC:* Attendance - statistics were shared with regards to how the school is tracking in terms of student attendance. While all sick children should remain at home, those that are not sick should be at school every day.
* NAPLAN - data shared at meeting, 4 proficiencies were explained. Statistics show that we remain on track to achieve our targets for student reading and mathematics.

SC:* Maths Masterclass - a very successful parent masterclass on Mathematics was held as part of open day events last week. 80 parents registered and over 100 attended. Feedback through the link was most positive and parents were appreciative of the new information on number sense and number talks. Productive struggle and mathematical mindsets were touched on during the presentation. Teachers also continue to build their knowledge in this area. In the newsletter this week there are two video links that would be most beneficial for parents to view about this topic.
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| **Treasurer’s Report** | **Time: 10 min** | **Speaker: TF** |
| * Proposed budget items for 2023 & Unallocated funds - approved budget items were covered by BP. A budget related item was raised by KH regarding C-Pens that could be used to assist with reading. BP advised this is currently already used in classes, but an assessment would be done as to whether additional pens are required.
* New accounting system - implementation of a new accounting system currently being investigated by the Treasurer and our bookkeeper. Aim is to integrate all P&C bank accounts and point of sale system currently being used by the uniform shop and automate reporting. Existing MYOB system is unsupported and does not incorporate all P&C accounts which are still maintained in excel spreadsheets.
* P&C levies – levies received by the school are yet to be transferred to the P&C bank account. BP advised that $35k was received when last checked. To facilitate transfer of funds from the Department to the P&C, an email was required from the Treasurer. This is to be actioned by the Treasurer.
* Assets - P&C looking to transfer Band HQ asset to the Department. Seeking advice from the Department through BP on requirements and process to enable transfer.
* Insurance policies - were renewed on 1st August and are current for 2023/24.
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| **Band Report** | **Time: 15 min** | **Speaker: AM** |
| * Events and Performances -
	+ School Open Day concert: Senior Band & Brass
	+ City of Ryde Eisteddfod
		- Woodwind - highly commended
		- Brass - highly commended
	+ Hawkesbury city Eisteddfod: Woodwind & Brass, 23 Aug
	+ School Concert: 23 Aug, Senior Band & Concert Band
	+ NSW Band championship: 27 Aug, Senior Band & Concert Band
	+ Doughnut Week - details TBC:
		- Musical mornings - morning performances throughout the week 9 (11-15 September)
		- 14/09: Concert Band workshop and performance with CTHS
* Instruments - midyear instruments service: 100 instruments serviced.
* Approval & purchase of new instruments -
	+ Budget: 12k (11.5k spending approved by the P&C & additional $450 as a gift voucher for winning the Sydney Eisteddfod)
	+ Instruments to be purchased: Stand for temple blocks, Concert bass drum, Small portable drum kit, small Marimba, Tam Tam, Good Triangle, Additional Timpani.
	+ Timeline for purchase: as soon as the storage area is renovated
* Instruments storage / kitchenette renovation project update

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| **Canteen Report** | **Time: 2 min** | **Speaker: DH** |
| * Health inspection from Hornsby Council – successfully completed
* Open Day meal day - huge success with 258 lunch orders on the day. We had 3 volunteers helping on a very hectic day in the canteen. Banked $625 just from over-the-counter sales.
* Repairs and maintenance – hot water system was located under the office desk behind a closed panel by workmen fixing the kitchenette next door for the band. The system was subsequently replaced by the school as it was over 30 years old and no longer safe. There are two unworking air conditioners located in the canteen which need to be removed as there are gaps letting in insects. BP has also followed up with the DoE in regard to replacement of the floor and repainting of the ceiling.
* Volunteer WhatsApp group - is now up to 23 parents. It is continuing to grow and seems to be working well.
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| **Community Events** | **Time: 5 min** | **Speaker: KH** |
| * Father’s Day stall - has been scheduled to be held on Tuesday 29th August. Supplies have been ordered and invoices are being processed.
* Disco – K-6 discos have been booked for Friday September 15. The vendor has been confirmed, with the event to be held onsite.
* Trivia night – was previously postponed due to a clash with the Oakhill Drive Netball Club. An alternate option is being explored with Epping RSL, who would run the event with funds raised going to the P&C.
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| **Uniform Shop** | **Time: 2 min** | **Speaker: DH** |
| * Point of Sale system – a new system is being introduced. Square to replace Eftpos machine and the use of MYOB. Individual items to be loaded onto system along with account set up. Will need to explore loading of Flexischool orders once online set up in finalised. A dual system will be in place in the interim to ensure everything is working okay.
* Wifi – the uniform shop does not have internet access. Can the square terminal be attached to the overall wifi for the school? BP to explore and advise.
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| **General / New Business/Correspondence In** |  |
| Items  | Responsible  |  |
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Meeting opened: 7:35pm Closed: 9:00pm